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ABSTRACT

The 1968-69 faculty handbook for Clarion State College provides information as a guide and reference to all faculty members. Sections cover: (1) faculty employment and related conditions including, promotions, tenure, salary, leaves, academic freedom, and professional responsibility; (2) faculty organization, including the constitutions of the faculty senate; and (3) departmental organization, including the role of the department head, orientation of new faculty, faculty participation in recruitment and appointment, and faculty absence. (KE)

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CLARION STATE COLLEGE

FACULTY HANDBOOK

1968-1969

HE 007 496

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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Section 20

FACULTY EMPLOYMENT
and
RELATED CONDITIONS

This section presents information that a new faculty member would like to know at the time of his appointment. It may also serve as a guide and reference for all faculty.

Section 21 -- Faculty Rank and Promotions

21.1 Rank of Professor (Minimum Qualifications)
Earned Doctor's Degree with at least 7 years of teaching experience.

21.2 Associate Professor - Earned Doctor's Degree or Master's Degree plus 40 hours of graduate credit, or a total of 70 semester hours of graduate work including a Master's Degree, or all course work completed toward a doctorate as certified by the university where the work is being taken, with at least 5 years of teaching experience.

21.3 Assistant Professor - Master's Degree plus 10 semester hours of graduate credit with at least 4 years of teaching experience.

21.4 Instructor - Bachelor's Degree plus 15 semester hours of graduate credit with at least 3 years of teaching experience.

21.5 Other education and experience qualifications may be accepted for temporary appointments upon recommendation of the President of the College and approval of the Superintendent of Public Instruction.

21.6 Graduate degrees and preparation to meet the qualifications enumerated above shall be earned in fields related to the service rendered to the college.

21.7 Promotions (after the individual has been granted a continuous contract).

.71 Instructor to Assistant Professor -- meets the qualifications for original employment as an assistant professor and has the recommendation of the department chairman (dean of the division), dean of the college, and the President.

.72 Assistant Professor to Associate Professor -- meets the qualifications for original employment as an associate professor and has the recommendation of the department head (dean of the division), dean of the college, and the President.

.73 Associate Professor to Professor -- meets the qualifications for original employment as a professor and has the recommendation of the department head (dean of the division), dean of the college, and the President; or in accordance with Act 182 (1963), within the allowed professorial complement of the college, three per cent of the faculty may be granted full professorships on the basis of qualifications other than the doctorate when recommended by the President of the College and approved by the Board of Trustees.

The following criteria for determining qualifications for the full professorship other than the doctorate and seven years' teaching experience were established by the Faculty Senate May 16, 1966:

1. Teaching excellence
2. Contribution to the program of the department
3. Contribution to the academic and cultural life of the college
4. Contribution to the field of specialization, scholarly publications, exhibition record, research, etc.)
5. Total length and quality of service

Length of service, while a factor, should not be the single most important consideration.

In other words, the criteria that presently determine merit increases from one year to the next might in a sustained way select candidates for a rank promotion to full professor among those faculty with something less than a doctorate.

This record of sustained leadership, scholarship, publication, production, and high level teaching competence seems a just and valid set of principles for determining stages in a scale of rank.

Section 22 - Faculty Tenure and Appointment

REVISED TENURE POLICY

CLARION STATE COLLEGE
(Approved by the Board of Trustees January 15, 1970)

I. Stated Terms of Appointment

A. The terms and conditions of each appointment to the faculty must be stated and confirmed in writing with a copy of the agreement being given to the appointee. All subsequent extensions or modifications of the terms and conditions of the appointment and of any special understandings and notices pertaining thereto, which either party must provide, must be stated and confirmed in writing with a copy given to the appointee.

B. All appointments to positions with academic rank shall be classified in the agreement of employment and for the purpose of these regulations as:

1. Part time: service specified as less than a full time load;
2. temporary: full time service rendered on an untenured, limited appointment specified in the agreement;
3. administrative: with or without academic rank;
4. probationary: a full time assignment during which period the provisions pertaining to pre-tenured services shall apply;
5. tenured: as specified in the tenure regulations.

C. All faculty members with academic rank shall be deemed to hold a contractual and not an official relation for the purpose of these regulations.

II. Terms and Conditions of Probationary Service

A. Probationary appointment is full time service with the academic rank of Instructor or above not of a temporary nature. New appointees with faculty rank who are named after the effective date of these regulations but with less than one fourth time assigned teaching and/or research responsibilities, shall not earn probationary service credit during such periods of service.

B. During the probationary period, appointments shall be made year to year.

C. The minimum probationary period shall be four years. The President of the College may specify a shorter period with the approval of the tenure committee of the department which represents the appointee's principal area of academic preparation and competence.

D. The completion of four full years of probationary service, except as stipulated immediately above, establishes eligibility for consideration for tenured status. All previous full time service at Clarion State College at the rank of instructor or above, and in confirmity with A above, shall apply. A maximum service credit of one year shall be given for previous full time service at the rank of instructor or above at other four-year degree granting institutions of higher learning, if the nature of the assignment meets the standards of academic service set forth in these regulations.

E. The four year probationary period represents the minimum period of mutual evaluation and shall not be interpreted to mean that probationary status may not be continued or that the period of probation represents a commitment for the four years. The years of probationary service shall not exceed a total of five years. Failure to receive tenure by the end of the four year probationary period shall not be considered by itself as prejudicial to later consideration for tenured rank.

F. Dismissal, for the purposes of these regulations, shall mean only contract termination for cause as stated in Regulation IX, and shall not be construed to include failure to grant tenure.

G. Regardless of the stated term or other provisions of appointment, written notice that a probationary appointment is not to be renewed must be given to the faculty member in advance of the expiration of his appointment, as follows:

   1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination;

   2. Not later than December 15 of the second academic year of service, if the appointment expires at

the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;

3. At least twelve months before the expiration of an appointment after two or more years of service at the college. All notifications must be sent by certified U. S. Mail and postmarked no later than the specified dates. If written notice is not postmarked by the given date for reappointment, the faculty member can assume that the reappointment has been made.

H. The President shall normally notify faculty members of future terms and conditions of rank and salary by March 15, and in no case later than April 15. Rank and salary for the following year shall be stated in writing with the agreement of both parties that such is an informal notice of intentions when the state has not yet adopted its budget. It is understood that tenure is tenure in rank and salary, the latter of which may be reduced only in common with general and proportionate reductions across the College for reasons of financial exigency.

III. Continuing Evaluation Required During the Probationary Period

A. Each department shall be responsible for providing proper professional assistance and guidance to its probationary appointees for the purpose of aiding their maximum development in their assigned work. Probationary appointees shall be counseled and informally advised from time to time by their tenure review committee (described under Article IV, A.).

B. Not later than February 28 of each year of the first three partial or full years of service, the departmental review committee shall orally inform each probationary faculty about his progress and standing under the provisions of the tenure regulations. A written general summary of the discussion shall be placed in the confidential personnel record maintained for each probationary faculty. Upon request, the appointee shall be permitted to review the file copy of the SUMMARY in the presence of the tenure review committee. Great care shall be taken to summarize the contents of the file precisely, keeping in mind that the written summary shall become a part of the probationary file. Under no circumstances shall the individual opinions of the evaluators be furnished by name either to the probationary faculty or to other persons not sharing in the privileged communications of the case.

C. It shall be the responsibility of the department chairman to furnish copies of the descriptive summary to the academic dean when it is filed in the personnel folder. Standard forms for such reporting shall be prepared under the responsibility of the President of the College in consultation with the Faculty Affairs Committee of the Faculty Senate.

D. An academic department desiring to administer a questionnaire to the students in any class or classes of a probationary faculty member with the intent of adding the results of his questionnaire to information in the confidential personal file for use in determining the tenure of that probationary faculty member may do so if:

1. a majority of the total faculty of that department vote to adopt this procedure for general use in that department, and

→ among probationary faculty but not including tenured faculty

2. if the questionnaire to be used has been given prior approval by the Faculty Affairs Committee of the Faculty Senate.

IV. Preparation of the Tenure Recommendations by the Department

A. Each department shall establish a permanent tenure review committee consisting of all tenured persons in the department chaired by a departmental faculty member of its own choosing other than the department chairman. If there are more than five tenured members, the department may form one or more subcommittees each choosing its own chairman. If the head of the department is being considered for tenure, the dean of the division shall serve as an administrative chairman of the tenure review committee for the department. The dean shall not have a vote in the committee. The final tenure recommendations shall be made only by the tenured members of the department acting as a group. In such cases where there are fewer than three tenured members in the department, the departmental chairman shall select a related department from which additional members of the tenure review committee, to the total of three, shall be selected by secret ballot with all members of the department requiring the additional tenured faculty voting.

B. Voting by the tenure review committee on the departmental tenure recommendation shall be by secret ballot and all actions whether for tenure or not, shall be made by a majority of those voting; provided that at least half of the tenured members cast a ballot. The chairman shall open and have the ballots counted in the presence of the tenure review committee and the final results as entered on the tally sheet shall be attested to by the signatures of all members of the committee. In case of a tie, this fact shall be noted in the file destined for administrative review as indicated in Article V, paragraph C. Failure to obtain a majority vote in favor of granting tenure shall have the effect of denying a recommendation for tenure. In the case of want of a voting quorum, the tenure review committee shall be required to hold such further meetings as are necessary, within seven days of the initial meeting, to obtain this voting quorum.

C. The reasons for the tenure committee's action, positive or negative, shall be prepared by the committee chairman and signed by all the committee members who support the action. Each member may submit for the record and the department chairman shall submit a concurring or dissenting opinion with reasons stated.

D. The probationary appointee may submit in writing to the tenure committee any statements or comments he deems pertinent to the consideration of the action and this information shall become a part of his probationary file.

E. The probationary appointee shall not be informed of the recommendation for or against tenure until he receives the written formal notice from the President of the College as mentioned below. A copy of this notice shall be forwarded to the department tenure committee.

F. The factors to be considered in making a recommendation for tenure shall include:

1. Written memoranda filed by members of the tenure committee who visit his classes.
2. Professional performance and development.
3. Overall professional competence in the academic community.
4. Standards of ethical conduct.
5. A careful analysis of any written student evaluation.
6. Terms and conditions specified in previous contracts.

G. No tenure may be granted, under any circumstances, except upon recommendation of the tenure review committee of the appointee's department or division.

V. Administrative Review of Departmental Tenure Recommendations

A. The complete record of the probationary faculty member, along with the departmental tenure recommendation, shall be forwarded, with a covering letter from the chairman of the department, to the appropriate divisional dean for review. This record shall include both majority and minority opinions of the tenure review committee and such written statements as are submitted to the tenure committee by the appointee.

B. Administrative review of tenure recommendations (for or against) shall not represent the substitution of administrative judgment for that of the department, but instead, shall be for the two-fold purpose of seeing that the regulations have been applied properly and that college-wide standards for tenure are applied in a reasonably uniform manner.

C. Specific criteria for administrative review shall be made for the purpose of determining if:

1. The procedures for evaluation have been reasonably observed within the spirit and intent of the regulations.
2. The recommendation is supported by the record.
3. There is no evidence of malice or fraud in the record.
4. The recommendation conforms to college-wide standards for tenure.

D. If the divisional dean accepts the departmental recommendations, he shall tell the department chairman and send the file to the President's Office. If the dean has reason to question the recommendation, in terms of the criteria given in C above, he shall discuss the matter with the entire departmental tenure committee before forwarding the file and shall include his own comments.

E. Final review of all tenure actions, for or against, shall be made in the Office of the President assisted by a Faculty Review Committee on Tenure and Promotions. The criteria listed above in C shall be used.

F. Notice of the action taken shall be sent by the President of the College to the faculty member being considered for tenure. The notice shall only indicate that tenure has been granted or, if it is not, the notice shall be phrased as a non-renewal of contract after the specified date.

VI. The Faculty Review Committee on Tenure and Promotions

A. The Faculty Review Committee shall be composed of five members appointed by the President of the College for a five year term. He will select the original members from a list of seven faculty members submitted to him by the Standing Committee on Committees and Rules of the Faculty Senate. No part or full-time administrator including department heads, chairmen and directors, may be placed in nomination.

Immediately following their appointment, the members of the Faculty Review Committee shall be called by the President of the College and a chairman from its own ranks shall be chosen. Thereupon, the chairman shall have lots drawn to establish staggered initial terms of office ranging, year by year, from one year on through to five years inclusive. Thereafter, all terms shall be for five years with one replacement appointment being made each year. When a vacancy arises because of resignation, or otherwise, the person appointed as a replacement shall serve out the remainder of the term. The Standing Committee on Committees and Rules of the Faculty Senate shall, after its selection of seven nominees for initial appointment, nominate three persons for each vacancy. Members of the Faculty Review Committee shall be eligible for reappointment.

VII. Maintenance of Ethical and Professional Standards

A. All copies of evaluations of a probationary appointee must be kept in a confidential file during the years of his probationary service and upon the granting of tenure shall be destroyed.

B. All evaluation materials shall be privileged for the use only of the department tenure review committee, the administrators reviewing the case, and the Faculty Review Committee. Disclosure of such materials by any member of the faculty or administration or by the probationary appointee shall be grounds for serious reprimand and a written notice shall be placed in his personal file.

C. No statement made to a probationary appointee or other person by any member of the faculty or administration, other than through the channels provided here, shall be considered binding under these regulations either by the appointee, or by the department, or by the administrative officials of the College.

VIII. Termination of Appointment

A. By faculty member. A faculty member may terminate his appointment effective at the end of an academic year, provided that he gives notice in writing at the earliest possible opportunity, but not later than May 15 or 30 days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

B. By the College because of administrative exigencies. A cause is sufficient which, because of the changed situation such as financial exigency or discontinuance of the program is beyond control of the College. The cause shall be deemed sufficient after it has been examined and certified by the Hearing Board described under Article IX, C. The faculty member shall have the right to be heard when the issues are reviewed by the Board. Upon the establishment of cause to the satisfaction of the Board, the faculty member shall be given notice as soon as possible and never less than 12 months in advance. Before terminating an appointment because of the abandonment of a program or department of instruction, the College shall make every effort to place affected faculty members in other suitable positions. If an appointment is terminated before the end of the period of appointment, because of financial exigency, or because of the discontinuance of a program of instruction, the released faculty member's place shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

C. Retirement for age. A faculty member after reaching College retirement age shall no longer be on tenure. Subsequent employment shall be governed by a separate policy laid down by the College.

IX. Dismissal for Lack of Fitness

A. Tenured faculty, as well as temporary or probationary appointees, may be dismissed at any time for a cause related, directly and substantially, to the fitness of the faculty member to function in his professional capacity. Any of the following causes shall be considered adequate to warrant a dismissal procedure:

1. Physical, mental, or emotional impairment.

2. Moral turpitude.

3. Excessive use of drugs or intoxicants.

4. Unprofessional conduct.

B. Dismissal of a faculty member with tenure may be originated by any of the following procedures but in all cases the department chairman, the departmental tenure committee, the appropriate academic deans and the President shall be consulted before a formal charge is made and their advice and recommendations as to action will be sought:

1. An informal discussion between the department chairman and the member;

2. An informal inquiry between the department tenure committee and the faculty member;

3. An informal discussion among the appropriate administrative officers and the faculty member looking toward mutual settlement;

4. An informal inquiry by the Faculty Affairs Committee of the Faculty Senate with the faculty member. The Faculty Affairs Committee, failing to effect an adjustment, may determine whether dismissal proceedings should be undertaken. However, the opinion of this committee shall not be binding upon the President;

5. A statement with all specific charges in writing, framed with reasonable particularity and signed by the President or his delegate.

C. The charges shall be referred to the Hearing Board which shall consist of five members: two non-administrative faculty members elected by the Faculty Senate, two appointed by the President's office and a non-administrative faculty member as chairman, appointed and elected by the four members. Term of office shall be four years. When alternates are required because of a conflict of interest, the substitute members on the Board shall be selected by the parties who originally named the members so removed and shall serve only during the period of ineligibility of the member asserting a possible conflict of interest. A Board member shall remove himself from the case either at the request of the party or on his own initiative if he seems disqualified because of personal interest or possible bias. Each party shall have a maximum of two peremptory challenges.

1. Notice of hearings with all specific charges in writing shall be made at least 20 days prior to the hearings. The faculty member may waive a hearing or may respond

to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the Hearing Board shall evaluate all available evidence and rest its recommendation upon the evidence in the record.

2. The Board, in consultation with the President and the faculty member, shall exercise its judgment as to whether the hearing should be public or private.

3. During the proceedings, the faculty member shall be permitted to have an academic advisor and counsel of his own choice.

4. At the request of either party or the hearing committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

5. A verbatim record of the hearing or hearings shall be taken and a typewritten copy shall be made available to the faculty member, at his request, without cost to him. In addition, either party may, at his own expense, arrange for a taped record of the proceedings.

6. The burden of proof that adequate cause exists rests with the College, and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

7. The Hearing Board shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

8. The faculty member shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of such witnesses and make available necessary documents and other evidence within its control.

9. The faculty member and the administration shall have the right to confront and cross examine all witnesses. Where the witness cannot or will not appear, but the Board determines that the interests of justice require admission of his statement, the Board shall identify the witness, disclose his statement and, if possible, provide for interrogatories.

10. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

11. The Hearing Board shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available.

12. The findings of fact and the decision shall be based solely on the hearing record.

13. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed.

14. If the Hearing Board concludes that adequate cause for dismissal has not been established by the evidence in the record, it shall so report to the President, and the case shall be dropped without prejudice. If a cause for dismissal is established by the Hearing Board, the faculty member shall have the right to appeal his case to the Board of Trustees.

X. Action by the Board of Trustees

If dismissal or other penalty is recommended the President shall on request of the faculty member, transmit to the governing board the record of the case. The Board of Trustees' review shall be based on the record of the committee hearing and it shall provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the Hearing Board shall either be sustained or the proceedings returned to the Hearing Board with specific objections. The Hearing Board shall then reconsider, taking into account the stated objections and receiving new evidence if necessary. The governing board shall make a final decision only after study of the Hearing Board's reconsideration.

XI. Suspensions

Until the final decision upon termination of an appointment has been reached, the faculty member shall not be suspended or assigned to other duties in lieu of suspension, unless immediate harm to himself or others is threatened by his continuance. Before suspending a faculty member, pending an ultimate determination of his status through the College's hearing machinery, the administration shall consult with the Faculty Affairs Committee of the Faculty Senate. Suspension is appropriate only pending a hearing; a suspension which is intended to be final, is a dismissal and shall be dealt with as such.

XII. Terminal Salary or Notice

This provision for terminal notice or salary need not apply in the event that there has been a finding that the conduct which justified dismissal involved moral turpitude. On the recommendation of the Faculty Tenure Review Committee or the President of the College, the Board of Trustees, in determining what, if any, payments shall be made beyond the effective date of dismissal, may take into account the length and quality of service of the faculty member and the state law and regulations established by the Department of Education.

XIII. Academic Freedom

All members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges and the American Association of University Professors:

> "The teacher is entitled to full freedom in research and in the publication of the results, subject to adequate performance of his academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
>
> "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.
>
> "The college or university teacher is a citizen, member of a learned profession, and an officer of an institution. When he writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

XIV. Academic Freedom of Nontenured Faculty

If a faculty member on probationary or other nontenured appointment alleges that considerations violative of academic freedom significantly contributed to a decision not to reappoint him, his allegation shall be given preliminary consideration by the Faculty Affairs Committee of the Faculty Senate, which shall seek to settle the matter by informal methods. His allegations shall be accompanied by a statement that he agrees to the presentation, for the consideration of the Committee, of such reasons and evidence as College may allege in support of its decision. If the difficulty is unresolved at this stage, and if the Committee so recommends, the matter shall be heard in the manner set forth in Regulations IX except that the faculty member making the complaint is responsible for stating the ground upon which he bases his allegations, and the burden of proof shall rest upon him. If the faculty member succeeds in establishing a PRIMA FACIE case, it is incumbent upon those who made the decision not to reappoint him to come forward with evidence in support of their decision.

XV. Administrative Personnel

The foregoing regulations apply to administrative personnel who hold academic rank, but only in their capacity as faculty members. To achieve academic rank with tenure an administrator shall teach at least three clock hours each semester to be considered eligible in a specific area for his period of academic probation. Tenure in a department shall be granted by a majority vote of the departmental tenure committee. The administrator shall be subject to the same evaluation procedures as all full-time faculty members on probation. Where an administrator alleges that a consideration violative of academic freedom significantly contributed to a decision to terminate his appointment to his administrative post, or not to reappoint him, he is entitled to the procedures in Article XIV.

XVI. Political Activities of Faculty Members

Faculty members, as citizens, are free to engage in political activities. Where necessary, leaves of absence may be given for the duration of an election campaign or an elected or appointed term of office, on timely application and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave shall not affect unfavorably the tenure status of a faculty member, except that time spent on such leave (of absence) shall not count as probationary service unless otherwise agreed to.

XVII. Effective Date of Tenure Policy

The statement on appointment, tenure and dismissal herein proposed, shall become effective upon approval by the Faculty, the President of the College, and the

Board of Trustees of Clarion State College, but not earlier than September 1, 1969. Henceforth, this policy shall remain in effect, with the procedures coming up for review every five years. Any changes made in this proposal by the President or Board of Trustees is to be referred back to the full faculty for approval.

XVIII. Status of Present Faculty

All full-time members who now hold tenure shall continue to have tenure. All others now employed on probationary status with the exception of those appointed for a limited term are subject to the provisions of the present paragraph 22.3 of the Faculty Handbook adopted at a Faculty meeting in the fall of 1965 and approved by the Board of Trustees, April 14, 1966.

Section 23 -- Rank Classification and Salary Schedule

23.1 The rank classifications (Section 21) and salary schedule for all the Pennsylvania State Colleges are set forth in Section 2882 of a Code passed by the General Assembly in 1952, amended in 1957 and amended further in 1963 by Act No. 182 (House Bill 374). The Act was further amended by the Board of Presidents in negotiations with the Executive Board of the Commonwealth as of August 28, 1965. This raised the minimum and maximums in all rank categories.

23.2 This act as amended provides for the ranks and salaries for persons appointed to positions as members of the faculties of the State Colleges. Within the classifications listed, these persons are to be paid in accordance with the minimum bi-weekly range shown below for services rendered during the regular college year. Each person employed for the full forty week college year shall receive twenty (20) bi-weekly salary payments. Each person employed during any period beyond the regular college year shall be paid at the same rate of compensation that he received or would have been entitled to receive during the regular college year preceding.

23.3 Graduate degrees and preparation to meet the qualifications of the above act shall be earned in fields related to the services rendered to the college.

23.4 Salary Scale (Act No. 182) as amended by Executive Order effective August 28, 1965).

FACULTY SALARY SCALE - CLARION STATE COLLEGE
Effective August 23, 1969

Classification		A	B	C	D	E	F	G
Instructor Education: Bachelor's & 15 hrs. of Graduate Credit. Experience: 3 years	Bi-Weekly	362.50	380.50	400.00	420.00	441.00	463.00	486.00
	40 Weeks	7,250.00	7,610.00	8,000.00	8,400.00	8,820.00	9,260.00	9,720.00
Assistant Professor Education: Master's & 10 hrs. of Graduate Credit. Experience: 4 years	Bi-Weekly	441.00	463.00	486.00	510.00	536.00	562.00	590.00
	40 Weeks	8,820.00	9,260.00	9,720.00	10,200.00	10,720.00	11,240.00	11,800.00
Associate Professor Education: Doctor's or Master's & 40 Hrs. or equivalent. Experience: 5 years	Bi-Weekly	562.00	590.00	620.00	651.00	684.00	718.00	754.00
	40 Weeks	11,240.00	11,800.00	12,400.00	13,020.00	13,680.00	14,360.00	15,080.00
Professor Education: Doctor's Degree. Experience: 7 years	Bi-Weekly	684.00	718.00	754.00	791.00	831.00	873.00	917.00
	40 Weeks	13,680.00	14,360.00	15,080.00	15,820.00	16,620.00	17,460.00	18,340.00

23.5 Criteria for advancement to the 6th and 7th steps of the salary schedule under Act 182, 1963. (Adopted by the Board of Presidents, January 7, 1964, and accepted as amended by the Clarion Faculty Affairs Committee, March 8, 1965.)

23.51 That recommendation for steps 6 and 7 by a department head, dean, or president shall be based upon the criteria and conditions listed below, to be applied singly or in combination.

23.511 Significant performance in teaching, supervision, administration, research, or publication.

23.512 Significant performance in assigned extra-curricular activities and/or other assigned college responsibilities.

23.513 Evidence of significant contribution to professional societies, to local faculty activities, or to community service.

23.514 Evidence of professional growth.

23.515 That recommendation for steps 6 and 7 by a dean, department head, or president constitute sufficient evidence that the criteria have been adequately fulfilled.

23.516 That if a faculty member completes steps 5 and 6 and is not to be advanced to step 6 or step 7, he shall be so notified in writing by the President of the college by March 15 of the preceding academic year.

23.517 That the faculty member who is not to be advanced to step 6 or step 7 shall be apprised of the reasons for withholding the increment, and such reasons shall have reference to criteria cited above.

Section 24 -- Retirement

24.1 Retirement regulations are based on two systems: the Public School Employees' Retirement System and the State Employees' Retirement System. Each faculty member, upon appointment, may choose the system which he wishes to join. It is estimated that a member of the State Employees' Retirement System may retire at the age of 60 years with 25 years of service at a rate of one-half of the average salary of the best five (5) years. It is estimated that a member of the Public School Employees' Retirement System may retire after 35 years of service at a rate of one-half of the average salary of the best five (5) years.

"If an individual involuntarily leaves the employment of the state after ten years' service but before the age of sixty he may turn his payments into an annuity. If he leaves voluntarily this may not be done."

A faculty member may buy-in credit for a maximum of ten years of service outside the state, but he may not at any time buy-in years of service in excess of the number of years he has been employed by the state.

24.2 Upon appointment, it is mandatory that the faculty member join one of the systems.

24.3 The Faculty member will also be under Social Security if he has so indicated. His retirement will be supplemented by the Social Security for which he qualifies. "The state law provides for an off-set or deduction from the retirement pension of forty percent of the amount of the individual's Social Security pension. However, the individual may elect to pay the state's contribution to Social Security. In that case there will be no off-set charged against his pension."

Section 25 -- Sick Leave and Group Health Insurance

25.1 Act 402 of 1959 amends the act of January 18, 1952, P.L. 2111, by adding a new section, 3.1, Payment of Salaries in Cases of Sickness or Death, which provides in paragraph (a) that a member of a faculty who is prevented by illness or accidental injury from performance of duty shall be entitled to:

.11 Sick leave with full pay for a period of up to 15 days in any one year, and such leave to be cumulative up to 90 days with full pay in any one year, provided that no salary is to be paid if the accidental injury is incurred while the faculty member is engaged in remunerative work unrelated to college duties.

25.2 The computation of the period of fifteen days of sick leave shall be in terms of the approved calendar for the regular college year, which shall be not less than 36 weeks, beginning not earlier than September 1 and ending no later than May 31.

25.3 With reference to the recording of sick leave in personnel records, this means that a faculty member shall not be charged for absence when the college is not in session in accordance with its particular calendar. Sick leave is to be charged on the basis of instructional days or portions thereof that the faculty member is prevented by illness or accidental injury from the performance of duty. Conversely, sick leave is to be earned and accumulated, on the basis of instructional days or portions thereof on which the faculty member is engaged in the performance of duty.

25.4 Sick leave is earned at the rate of one day for each twelve instructional days within the 180 days of the regular college year. (a) These instructional days include half days on Saturday. (b) Sick leave earned in one State College is credited in another to the limit of 90 days allowed for continuous State service.

25.5 Sick leave is charged against a faculty member only for those instructional days or half days (over 15) on which he is absent on account of illness or accidental injury. Therefore, if a person has accumulated ninety days sick leave over a period of six years or more, it would be assumed he could be carried on the payroll at full salary for one semester or one-half of the 180 instructional days.

25.6 Sick leave during summer sessions shall be granted at the discretion of the College President, with approval of the Board of Trustees.

25.7 Group Health Insurance is available to all faculty at Clarion. It is possible to choose one of three or have membership in all three.

.71 Health insurance under the State Employee Program is set up by Blue Cross and Blue Shield. Payroll deductions are set up through the business office. The state will contribute a total of $4.00 per month for Blue Cross and Blue Shield.

.72 Group health insurance under the sponsorship of the Clarion Faculty Association is handled by P. A. Cutri Company of Erie, Pennsylvania. No payroll deductions are made under this plan. Arrangements should be made with the local representative of this company.

.73 Group health insurance under the sponsorship of the Association of State College Faculties is available. No payroll deductions are made under this plan. Information may be obtained from the faculty representative to the State College Association. Medical information is required for the group health insurance under this plan. Salary insurance is also available.

Section 26 -- Faculty Leave

26.1 Without Salary: Any faculty member may request leave of absence without salary for a period of not more than one year for study or for any other reason considered valid by the President and the Board of Trustees if a suitable substitute can be procured. A faculty member granted leave under this provision obligates himself to return to the service of the college for at least one year unless the Administration chooses to waive this commitment on the part of the faculty member. Although mandated increments are not applicable, the administration will give consideration to continuing increments when the faculty member's absence is for academic reasons; however, the college cannot grant salary increments based upon the period of time that he is on leave without pay.

26.2 Sabbatical Leave: (P.L. 341, June 19, 1961, and P.L. 211, January 18, 1952).

.21 Upon the recommendation of the President and with the approval of the Board of Trustees and the Secretary of the Department of Education, a leave of absence of 18 weeks with full pay or of 36 weeks with half pay, for restoration of health, for study, for travel, or for other appropriate purposes, may be granted to any faculty member who has completed ten years of service. The service may be in one or more state colleges, provided that at least five consecutive years shall have been at the Clarion State College. Thereafter, one leave of absence shall be allowed for each seven years of service.

26.211 The intent of the law is that a faculty member is entitled to one leave of absence for each seven years in addition to the period required for his first sabbatical. Hence the law is not retroactive and a faculty member who was required to serve ten years to be entitled to his first sabbatical must serve seventeen years to be entitled to his second.

.22 Sabbatical leave is contingent upon the availability of a satisfactory substitute.

.23 A member of the faculty, by accepting a grant of sabbatical leave, obligates himself to continue in the service of the college for at least one year following such leave.

26.3 Military Leave:

.31 Defense Leave: In the event of a national emergency, members of the faculty having continuous tenure will be granted "defense leave" for the duration of the emergency and will have the privilege of returning to the college at the beginning of the term following their release from military service under the provisions of the Faculty Tenure and Appointment Policy.

.32 Reserve Training: Arrangements are made through the college administration by the 12-month faculty who are on the reserve status. Such arrangements should be made for the training period when there is least demand, as in the summer, for the services rendered by the faculty member.*

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*Clarion Administration

26.4 Policy for Sabbatical Leaves

26.41 Each fall prior to November 1, those persons eligible for sabbatical leaves will be notified by letter by the Chairman of the Committee on Faculty Affairs. At the same time they will be informed of the following:

.411 The state law governing sabbatical leaves: Section 2882 School Laws of Pennsylvania provides: "No State College shall limit the number of such leaves for absence in any one semester to less than two qualified persons requesting leave."

.412 That the request for a sabbatical leave should be presented to the Committee on Faculty Affairs on or before January 1 of the next year should they desire a leave for either semester of the following college year.

26.42 Those persons who will become eligible in the forthcoming 12 months will be notified of that fact.

.43 Request for sabbatical leaves will be in writing on a form provided for this purpose. The forms to be completed by the faculty members will state the inclusive dates of the leave and the purpose for which the leave is taken. In cases in which leave for restoration of health is requested, the applicant shall also supply an affidavit signed by a medical doctor which briefly states the nature and probable duration of the health impairment and the physician's recommendation that the leave for restoration of health be granted. The request will be presented to the department head for his recommendation and transmitted to the Committee on Faculty Affairs. The Committee action will be referred to the President of the College.

.44 The following priorities are established by the Committee:

.441 Persons requesting leaves for restoration of health will be given first priority.

.442 Persons having seniority according to date of contract will be given second priority. First leave will be based on the seniority of the date of the original contract. Subsequent sabbatical leave shall be based on years of service minus years required for the sabbatical leave already taken.

.443 Persons desiring leaves for the purpose of study and research will be given third priority. Under unusual circumstances these faculty members may be be given second priority.

.444 If it fulfills the letter of the law and the above priorities, no leave shall be denied a person unless the committee, the department head, and the President of the College are in full agreement.

.445 Flexibility in the date of applying for leaves should be allowed for various emergencies, i.e., health, study, grants, etc., insofar as this is possible within the college budget.

.446 Once sabbatical leave has been granted it shall not be withdrawn by the Administration.

(Adopted by the Faculty Senate, April 4, 1963)

26.5 Out-Service Training for Instructional Personnel

26.51 General Policy Statement

.511 In accord with Section 1004 (Out-Service Training) of Part A: *A Compilation of Rules for Personnel Administration*, which states that "the facilities and resources of educational institutions and other sources outside the state government may be utilized for the training of employes provided that it is related to the employe's work and provided that the training cannot be furnished by available in-service training facilities," Clarion State College will authorize out-service leaves of absence as well as reimbursement for out-service training programs not related to leaves of absence for members of the faculty and administrative staff when there are funds available in the maintenance budget for this purpose and if the individuals involved meet the specific criteria established by the college for out-service training.

.512 A faculty member who is granted a leave of absence for out-service training shall sign a Waiver of Appeal for Sabbatical Leave until he has completed seven years of teaching or professional service following the completion of his leave of absence for out-service training.

.513 A faculty member who has been granted a Sabbatical Leave after seven years of service following a leave of absence for out-service training may apply for a second Sabbatical Leave after he has completed fourteen (14) years of consecutive service provided the period of time used for out-service training is not included in the fourteen (14) years.

26.52 Out-Service Training involving leaves of absence

.521 Criteria

1. The proposed program of out-service training must be related to the applicant's duties and responsibilities and can be expected to enhance his value to the institution.

2. The successful completion of two or more years of teaching or other professional duties at Clarion State College prior to the granting of out-service leave.

3. Recommendation by the appropriate department for retention if not already tenured.

4. Recommendation and justification by the Department Chairman for the granting of out-service leave of absence.

5. Recommendation by the appropriate Divisional Dean.

6. Recommendation by the Dean of Academic Affairs.

7. Final decision to be made by the President.

.522 Procedures

The original written application which is to be submitted to the Department Chairman must include the following information:

1. Personal data

   a. Applicant's full name
   b. Present rank
   c. Date of original appointment
   d. Rank at time of original appointment
   e. Highest degree held
   f. Professional certifications
   g. Other scholarships, grants, etc., to be used concurrently with the proposed out-service training grant.

2. A statement of the proposed objectives of the applicant's out-service program; e.g., completion of doctorate, completion of course work, specialized study, etc.

3. A statement of the applicant's proposed activities during the period of out-service training.

4. A statement of the present status of any programs related to the proposed objectives, including supporting evidence. This might take the form of a statement of status from the applicant's graduate major advisor.

5. A statement of how this training is related to the applicant's duties and responsibilities at Clarion State College.

.523 Submission Dates

The following are recommended deadline dates for the submission of requests for out-service training involving leaves of absence for instructional personnel:

1. Approved request from the Department Chairman should be submitted to the appropriate Divisional Dean by November 1, of the year prior to the requested out-service leave or ten (10) months prior to the beginning date of the leave.

   NOTE: Though there has been no deadline established for submission of the original proposal by the individual concerned to his Department Chairman, it is understood that it should be submitted sufficiently early (perhaps 3 to 4 weeks) for the Department Chairman to meet the above deadline.

2. If approved by the Divisional Dean it should be submitted to the Dean of Academic Affairs by November 15.

3. If approved by the Dean of Academic Affairs it should be submitted to the President by December 1.

4. The decision of the President is to be announced by January 15.

26.53 Out-Service Training not involving leaves of absence

.531 Criteria

1. Faculty members are eligible for such grants immediately upon their active employment by the college.

2. Faculty are eligible for such grants only during periods of active compensated employment by the college. An individual is not eligible, for example, during summer sessions when he is not teaching or when he is on a leave of absence without pay.

.532 Procedures

1. A written application must be submitted to the appropriate department chairman. The application must include a statement of the proposed objectives and activities for the out-service training and a statement showing how the proposed out-service training is related to the applicant's duties and responsibilities at the college. It should be understood that such training will not interfere with the faculty member's assigned professional duties at the college.

2. Recommendation and justification by the applicant's department chairman to the appropriate Divisional Dean for granting the out-service training.

3. Recommendation by the Divisional Dean forwarded to the Dean of Academic Affairs.

4. Recommendation by the Dean of Academic Affairs.

5. Final decision to be made by the President and communicated to the applicant.

6. These above procedures should be completed at least 45 days in advance of the proposed starting date of the proposed out-service training.

Section 27 -- Academic Freedom

27.1 We subscribe to the 1940 Statement of Principles on Academic Freedom and Tenure drawn up jointly by the American Association of University Professors and the Association of American Colleges and endorsed by forty professional associations including the American Association of Colleges for Teacher Education.

27.11 "The teacher is entitled to full freedom in research and in the publication of the results, subject to adequate performance of his academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. (See 27.2 for clarification)

27.12 "The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

27.13 "The college or university teacher is a citizen, member of a learned profession, and an officer of an institution. When he writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

27.2 Research for pecuniary return should be interpreted to mean any major research for pecuniary return which would interfere with academic duties, and it should be understood that any other academic or non-academic work should come under the same rule.

27.3 As a State Employee, each faculty member is required to take the loyalty oath as provided in the Pennsylvania Loyalty Act.

Section 28 -- Professional Responsibilities of the Faculty

28.1 It is expected that faculty members will constantly strive for ever more effective professional competence through continuous self evaluation of their teaching and through sound scholarship. They should endeavor to advance the knowledge of their disciplines by means of individual research and of participation in the activities of professional societies. However, they should not confine their scholarly activities to their own discipline only - or to a narrow branch of it - but should become as conversant as possible with those cognate areas of knowledge which will better enable them to interpret their own discipline to the students.

28.2 Faculty members should remember that, above all else, they are teachers. It can be argued that scholarly research is an end in itself; but in an environment where teaching is paramount, such research must always be considered in light of how it can best contribute to an individual's effectiveness as a teacher.

28.3 All full-time members of the faculty have a primary responsibility to the college. Before engaging in outside activities during the academic year which might interfere with academic duty, they must first seek approval from the President of the College and must understand that such activity, even when approved, cannot be permitted to interfere with their duties at the college.

28.4 In addition to performing their academic duties, faculty members are expected to meet other professional obligations, including attending faculty meetings, convocations, and other academic events; serving on committees; assisting in the administrative work of the department or the college when called upon to do so; and serving as general or departmental advisors to students.

28.5 Members of the faculty are expected to maintain the highest standards of ethical conduct in their relationships with the college administration, their colleagues, and the students. In keeping with accepted professional practice, faculty members should not disparage the conduct of their colleagues and the administration to the students and the general public; nor should they discuss confidential professional matters which might be injurious to the reputation of the college outside of the college circles.

28.6 Faculty Responsibilities Regarding the Conducting of Classes

28.61 Faculty members are expected to conduct their classes in a thoroughly professional manner.

28.62 They are expected to meet classes on time and to hold classes for the full period.

Since regular class attendance is expected of students, faculty members should make adequate provision for recording absences.

28.621 Class roles must be kept current. At the beginning of each semester or session when there is considerable adjustment of rolls, all changes of assignment are made through the office of the Dean of Academic Affairs and notices of changes are sent to the faculty members concerned. All changes so made during the first two weeks of a semester or the first three days of a summer session are reflected in the final class list printed at that time. Accuracy in faculty reports used in making up this list is essential.

28.622 Excuses for the absence of students who represent the college in approved activities will be sent directly to the faculty members concerned. These excuses are valid and should be recognized as a record of approved absence but certainly not as approval to avoid responsibility for assignments.

28.623 Absence for illness should be verified by an excuse from the physician in attendance or by an excuse issued by the office of the Dean of Academic Affairs.

28.624 Students who are absent without excuse from more than three consecutive class periods or who are irregular in attendance over a longer period of time should be reported to the Dean of Academic Affairs.

28.63 They should promptly report matters requiring disciplinary action and matters relating to the physical condition of classrooms and laboratories to the Dean.

28.64 They are expected to use examinations and other evaluative instruments frequently enough and in such a manner that they have a defensible and just grade for each student at the end of a semester or session. They should carefully review grade distributions which vary markedly from reasonable norms, especially in large heterogeneous groups, in an effort to determine if such variance can be justified.

28.65 They are expected to report grades as promptly as possible at the end of a semester or session. Since all faculty members are given sufficient advanced notice concerning the date when grade reports are due in the office of the Dean of Academic Affairs, they should rigidly adhere to the deadlines given.

Section 30

FACULTY ORGANIZATION

Faculty members participate at Clarion through faculty meetings, the Faculty Senate, and committees. The faculty member is asked his preferences as to the standing committee on which he may wish to serve.

Faculty members are encouraged to maintain relationships with professional and academic organizations such as the Association of State College Faculties, the American Association of University Professors, the National Education Association, the Pennsylvania State Education Association, and professional groups connected with the various disciplines. There is also a social organization, the Faculty Club.

Section 31 -- Constitution of the Faculty Senate

CLARION STATE COLLEGE

FACULTY SENATE

CONSTITUTION
AND
BY-LAWS

CONSTITUTION

ARTICLE I

Functions

Section 1.

The Senate shall serve as the representative body of the College Faculty which is comprised of the President of the College and all full-time personnel holding the academic rank of instructor or above. It shall, in this capacity, have sole competence, subject to the approval of the President of the college, the authority of the Board of Trustees, and the laws of the Commonwealth, in all matters pertaining to the educational policies of the College.

The legislative authority of the Senate shall extend, not to the exclusion of other pertinent matters, to:

1) Educational goals of the College

2) Admission standards and requirements

3) Courses and programs of study

4) College academic and athletic calendars

5) Scholastic standards, honors, and scholarships

6) Requirements for graduation and recommendations for degrees

7) Regulations involving student affairs including codes of conduct and methods used for adjudicating actions arising thereunder.

8) Faculty affairs relating to professional standards of conduct, employment, tenure, and promotion and to matters involving individual administrative relationships.

Section 2.

The Senate shall serve in an advisory capacity regarding the planning, development, and use of physical facilities related to the educational objectives of the College and to the creation, reorganization, or discontinuation of organizational units of instruction, research, or library and other informational and distributive facilities. This shall not be interpreted to limit the authority of the Senate as prescribed in Section 1.

Section 3.

The Senate shall meet in accordance with the Constitution, By-Laws and Standing Rules of Order. In order to provide a forum for discussion of college affairs, all full-time members of the Faculty shall have the right to attend meetings of the Senate and to participate in accordance with established rules except for the right to vote.

Section 4.

The Senate shall have the authority and the duty to receive and consider matters referred to it by the Board of Trustees, the President, or members of the Faculty and Student Body.

Section 5.

Any matter referred by the Board of Trustees or the President and any resolution submitted in writing by members of the Faculty or of the Student Body as prescribed in the By-Laws, shall be acted upon by the Senate and a report of such action shall be sent to those originating the matter with a rationale for the action taken.

Section 6.

The Senate shall interpret its own Constitution, rules, regulations, and other actions. In matters involving the Senate's jurisdiction, the final decision shall rest with the President of the College; provided that he shall notify the Senate of his decision in writing accompanied with a rationale for the decision.

Section 7.

All action of the Faculty Senate shall take effect upon written approval by the President of the College or on the thirty-first day following the action by the Faculty Senate unless the President has transmitted to the Senate within that period his written decision to disapprove the measure.

ARTICLE II

Membership and Term of Office

Section 1.

All members of the Faculty, as defined in Article I, Section 1, shall be eligible for election to the Senate.

Section 2.

There shall be twenty-five members of which twenty-four shall be elected by secret ballot, under a uniform procedure prescribed in the By-Laws, and with the President of the College being a member *ex officio*. Elected members shall be eligible for re-election. The President shall have the authority to designate an eligible member of the Faculty to serve as his representative.

Section 3.

Elections shall be at large by the Faculty as defined in Article I, Section 1.

Section 4.

The term of office shall be three years with one-third of the members being elected each year.

Section 5.

The Senate shall choose its officers and committees upon its own initiative and authority; except that the President of the College, or his authorized representative, shall not be eligible for office in the Senate.

ARTICLE III

The Senate Policy Committee

Section 1.

The chairmen of the standing committees of the Senate and the Chairman of the Senate, as presiding officer, shall serve collectively as the Senate Policy Committee.

Section 2.

It shall be the responsibility of the Committee to coordinate and recommend general policy, to propose basic agenda for meetings of the Senate, to make assignments to the standing and special committees, and to review and evaluate committee reports for consideration and action before their submission to the Senate.

ARTICLE IV

The President's Faculty Advisory Council

Section 1.

The chairmen of the standing committees and the Chairman of the Senate shall serve collectively as the President's Faculty Advisory Council under the chairmanship of the President of the College.

Section 2.

It shall be the Council's responsibility to advise the President on matters relating to faculty interests and concerns and to present matters to him involving the Senate's program. The President may seek the advice and recommendations of the Council on any matter he deems appropriate. The Council shall be on call by the President acting upon his own initiative or upon request by the Senate Policy Committee.

Section 3.

The Council, upon invitation by the President and the Board of Trustees, may serve in an advisory capacity to the Board.

ARTICLE V

Initiation of Policy by the Faculty

Section 1.

Any written petition signed by at least twenty-five faculty members relating to matters coming within the competence of the Senate, may be presented to the Faculty Senate which must act upon it within thirty days in the precise form in which it is submitted.

If the Senate does not act within the prescribed period or if it acts adversely upon the petition in the precise form in which it is submitted, the Chairman, in consultation with the President, shall call a meeting of the entire Faculty to consider it. If the petition is adopted by the Faculty in the precise form in which it is submitted, it shall be binding as if enacted by the Faculty Senate.

Section 2.

Two weeks written notice for all meetings of the Faculty shall be given to all faculty members, including those at Venango Campus and such other campuses as may be established.

A quorum of the Faculty in meeting shall consist of one-half of all full-time faculty members as defined in Article I, Section 1.

Section 3.

The actions of all meetings of the assembled Faculty shall be recorded by the Secretary to the Senate and shall be recorded in appropriate form for inspection and use by the Faculty with duplicate copies being furnished to the Chairman of the Senate and to the Office of the President of the College.

ARTICLE VI

Amendments to the Constitution

Section 1.

Amendments to the Constitution may be proposed in writing to the Senate by any member of the Senate, or by action of the assembled Faculty as authorized in the By-Laws, or upon written petition signed by any ten members of the Faculty. Such proposals shall be submitted to the Chairman of the Senate.

Section 2.

Written copies of the proposed amendment shall be sent to all members of the Senate within one day following its submission and a summary thereof shall appear forthwith in the *Daily Bulletin* or in other appropriate campus publications.

Section 3.

The proposed amendment shall have priority on the Senate's agenda at its next regular meeting for general discussion but without formal action of any kind. At a subsequent regular meeting, occurring not sooner than three weeks after the date of the meeting at which the proposal receives general discussion, the matter shall be acted upon by written secret ballot and a vote of one more than a majority of the total membership of the Senate shall be required for adoption. All proposed amendments shall retain priority on the agenda until action is completed.

Section 4.

The assembled Faculty shall have authority to amend the Constitution upon its own initiative. Amendments may be proposed at a meeting of the Faculty by a majority vote with an informational copy of such proposed amendment being furnished to the Chairman of the Senate. At a subsequent meeting of the

Faculty, to be called by the President, and occurring not sooner than three weeks after the date of the meeting at which the proposal is submitted, the proposed amendment shall be considered and, upon approval by a two-thirds majority of a quorum of the Faculty, and subsequent approval by the Board of Trustees, it shall become a part of the Constitution.

BY-LAWS

ARTICLE I

OFFICERS

Section 1.

The Senate shall, by secret ballot, elect annually or when a vacancy exists, a Chairman and a Vice Chairman from among its elected members in a manner prescribed by the Senate's Standing Rules of Order. The term of office shall be for one year; provided that when an election is held to fill a vacancy, the period shall be for the unexpired part of the original term of office. These officers shall be eligible for re-election.

The Chairman shall be the presiding officer of the Senate and shall be an ex officio member of all committees. He shall appoint a Parliamentarian from the College Faculty to serve with him during his term of office but the Parliamentarian shall not vote in the Senate unless he is a member. It is the stated policy of the College to make an equitable adjustment in the Chairman's academic schedule during his incumbency and to provide needed secretarial assistance and office facilities.

Section 2.

The Chairman shall, in consultation with the Senate Policy Committee, propose to the President of the College a nominee for appointment as Secretary to the Senate on continuing salaried employment but subject to removal upon motion by the Senate Policy Committee addressed to the President of the College. The Secretary to the Senate need not be a member of the College Faculty and shall not vote unless he is a member of the Senate.

The Vice Chairman shall serve, ex officio, as Chairman of the Senate Committee on Committees and Rules. He shall assume the duties of the Chairman when the Chairman is absent and shall perform other duties appropriate to the office.

Section 3.

The Secretary to the Senate, under the direction of the Chairman, shall keep the official roll; shall prepare, publish and distribute notices, agenda, and minutes of Senate meetings; shall be responsible for the prescribed duties relative to nominations and election of members of the Senate; shall maintain appropriate files for retaining Senate records; shall perform other assigned duties appropriate to the office; and shall, if assigned by the Chairman, provide secretarial assistance to the Committee on Courses and Programs of Study.

ARTICLE II

ELECTION TO THE SENATE

Section 1.

The Secretary to the Senate shall prepare, during the month of February, an official list of faculty members eligible to vote, arranged alphabetically, as of the beginning of the second semester and certified by a representative of the Office of the President.

Not later than one week before the date for casting nomination ballots, the Secretary to the Senate shall furnish each Faculty member, as defined in Article I, Section 1 of the Constitution, a copy of the official voting list. Attached thereto shall be a statement indicating the number of nominees to be chosen and that, for a nomination ballot to be valid, the voter must enter from the official list the number of names equal to the number of nominations to be made.

Section 2.

Nominations shall be conducted on the first Tuesday of April provided that this date does not conflict with the spring vacation. Should this occur, the Faculty Senate shall designate an alternate date.

A ballot box suitable for receiving written and secret ballots shall be placed in one central administrative office of each campus. A copy of the voting list shall be placed nearby and each voter shall, upon voting, sign it opposite his name. The Secretary to the Senate shall have responsibility for carrying out the above procedures.

The number of nominees shall be twice the number of offices to be filled in each election and those receiving the highest number of votes shall be nominated; provided that if the number of nominees is less than twice the number of offices to be filled, such list of nominees shall be valid for the purpose of the election.

The Secretary to the Senate shall collect the ballot boxes and the ballots shall be counted under the direction of the Chairman of the Senate and two other members of the Senate designated by him for this purpose as a canvassing committee, but with any member of the Senate eligible to participate in the counting. The Chairman of the Senate shall certify the results and cause the names of the nominees to be published in the DAILY BULLETIN but without indicating the votes received by each one.

Nominess shall be notified immediately and may withdraw, upon immediate return notice to the Secretary to the Senate, whereupon the person next highest in the number of votes, and not withdrawing, shall be moved up on the list of nominees. In case of tie votes at the bottom of the list, the Chairman of the Senate and his special canvassing committee shall break the tie by casting lots.

A withdrawal received after the official nominating ballots have been prepared shall create a vacancy to be filled as provided in Section 4 below, in case such a nominee is elected.

Section 3.

Elections shall be held on the third Tuesday of April. Uniform ballots carrying the names of the nominees shall be prepared by the Secretary to the Senate and the election shall follow the same procedures as set forth in Sections 1 and 2 above.

The ballots shall contain printed instructions that votes must be cast for the number of nominees equal to the number of offices to be filled for the ballot to be valid. The ballot boxes shall be collected and counted in the same manner as prescribed in Section 2 above and including the provision for breaking tie votes. The Chairman of the Senate shall certify the results and cause them to be published in the DAILY BULLETIN but without indicating the votes received by each one.

Section 4.

Vacancies in the Senate membership shall be filled for the unexpired period by a majority vote of the Senate upon recommendation by the Senate Policy Committee. If the recommendation is rejected by the Senate, the vacancy shall be filled by the Senate upon its own motion.

ARTICLE III

COMMITTEES

Section 1.

The Senate shall determine its committee structure, composition, and authority subject to the following provisions:

1) Any member of the College staff, academic or non-academic, or any full-time student of the College may be appointed to a committee.

2) All committees must have at least one elected senator.

3) Any member of a committee who is not a Senator shall have non-voting privileges on the floor of the Senate on issues of concern to his committee.

4) Chairmen of standing committees must be elected members of the Senate.

5) Assignments of responsibilities specified in the Constitution shall be controlling.

ARTICLE IV

MEETINGS

Section 1.

Regular meetings of the Senate shall be held each Monday during the academic year, except as indicated in Section 3 below.

Section 2.

The Chairman, upon the request of the President of the College, shall convene the Senate to receive information deemed of concern to the Faculty; provided that no motions can be received or acted upon at this meeting regarding any matters presented by the President.

The Chairman shall convene the Senate upon written petition signed by ten members of the College Faculty or by resolution of the Student Senate for the purpose of considering the proposal.

Section 3.

The members present at any meeting may, by a majority vote, change the date for any subsequent meeting and/or call for a special meeting.

ARTICLE V

QUORUM

Section 1.

A quorum for transacting business shall consist of one-half the Senators except as specified otherwise in the Constitution and the By-Laws for special measures.

ARTICLE VI

REFERENDA

Section 1.

The Senate may conduct referenda of the College Faculty.

ARTICLE VII

RULES OF PROCEDURE

Section 1.

The Senate shall establish its rules of procedure.

ARTICLE VIII

REPORT TO THE FACULTY AND INDUCTION OF NEW OFFICERS

Section 1.

The Senate, through its incumbent Chairman, shall submit an informational report to the assembled Faculty at least annually and not later than May 1 and to be called by the President of the College who shall preside or his designated representative. The assembled Faculty, by resolution, may direct the Senate to consider matters pertaining to the College and such matters shall remain on the agenda of the Senate until acted upon. The assembled Faculty may propose amendments to the Constitution of the Senate by a majority of a quorum comprising one-half the number of Faculty members, and such proposed amendment shall receive first priority on the agenda of the Senate until acted upon. Nothing in the Constitution or By-Laws shall be construed to limit the prerogative of the President of the College to call informational meetings of the Faculty.

Section 2.

The first meeting of each newly constituted Senate, following each annual election, shall be held not later than May 7 for the purpose of electing officers and establishing its Committee on Committees and Rules. The meeting shall be called and chaired by the Chairman of the out-going Senate.

Section 3.

Assembled meetings of the Faculty shall be called by the President of the College upon written petition signed by at least twenty-five members of the Faculty stating specific reasons.

ARTICLE IX

AMENDMENTS TO THE BY-LAWS

Section 1.

Subject to the approval of the Board of Trustees, amendments to the By-Laws may be adopted at any meeting of the Senate by a two-thirds vote of those present; provided that the amendments shall have been presented in writing at a preceding regular meeting.

SCHEDULE FOR ADOPTION AND IMPLEMENTATION

Section 1.

The meeting of the Faculty to consider action upon the proposed Constitution, By-Laws, and Schedule shall not take place sooner than one week following their distribution to members of the Faculty. During the interim, an opportunity shall be given to all members of the Faculty to meet with the President's Committee on the Senate which prepared the draft.

Section 2.

During the second year of operation by the Faculty Senate which is first chosen under the provisions of the Constitution and By-Laws but before January 15 of that academic year, the Chairman and other members of the canvassing committee shall determine by lot in the presence of the Senate the requisite members who shall have a two-year term. Thereafter, all members shall serve for three years.

Incumbent Senators with one year remaining shall continue as members for one year of the new Senate established under provisions of this Constitution and By-Laws. In the first election held under the provisions of this Constitution and By-Laws, the number of Senators to be chosen shall be determined by subtracting the number of Senators continuing in office from twenty-four. The number of nominees to be chosen and the number of Senators to be elected, together with the mode of preparing and validating the ballots, shall conform to the same ratio and the same general provisions as provided in Article II of the By-Laws entitled "Election to the Senate." This special adjustment in the numbers of Senators to be nominated and elected shall continue until the full complement of twenty-four elected Senators is filled by electing eight Senators annually for three-year terms.

Until the normal complement of elected Senators is filled by electing eight Senators annually, the term of election to office shall be three years but with lots being drawn in the presence of the Senate to determine which of the newly elected Senators shall serve less than the full period for the purpose of maintaining the elected membership of the Senate at twenty-four. Lots shall be cast shortly before each annual nomination and election period and those drawing terms shorter than the full three years shall be eligible for re-election at the appropriate election.

The attached schedule indicates the process of transition but without establishing, by itself, a commitment to the years used for reference.

Section 3.

During the first academic year in which the effective date of this Constitution and By-Laws is established, the standing committees of the Faculty Senate shall be those listed herewith. Upon the completion of the first year, the standing committees shall be established and assigned duties under the Standing Rules of the Senate adopted under authority of Article VII of the By-Laws. The initial standing committees shall be:

1) Standing Committee on Admissions, Academic and Athletic Standards

The Committee shall carry on investigative, initiative, and advisory activities relating to the areas of its assignment including general standards of admission, academic achievement, grading systems, standards of scholarship required for remaining in college, terms and conditions of academic probation, reinstatement, and standards for scholarship awards. It shall recommend to the Senate general graduation requirements and, before each commencement, review and certify the list of candidates for degrees.

It shall have the authority to act on individual problems of admission, readmission, reinstatement, and certification of credit referred to it by the Registrator and/or the Dean of Academic Affairs and shall act as the sole and final review board for petitions for exceptions on graduation requirements. It shall also deal with policies related to the athletic programs of the College, including student eligibility and schedules for athletic contests.

2) Standing Committee on Committees and Rules

The Committee, in consultation with the Chairman of the Senate, shall have the responsibility for making standing committee nominations upon its own initiative subject to approval by the Faculty Senate. It shall use its discretion in determining individual preferences of the Senators for committee assignments. It shall review and make recommendations on committee structure and organization. Nominations for student representatives on the various committees of the Senate shall be proposed only after consultations have been held with appropriate student officers.

All proposals for amending the Constitution, the By-Laws, and the Standing Rules of the Senate shall be referred to the Committee for analysis and clarification; provided that its recommendations shall not alter the basic intent of the proposals referred to it.

The Vice Chairman of the Senate shall be the ex officio Chairman and the Parliamentarian of the Senate shall be a member ex officio.

The first Committee on Committees and Rules shall be elected by the Senate acting upon recommendations made by the new Chairman and Vice Chairman of the Senate. Thereafter, members of this Committee shall be chosen as are all other committees.

3) Standing Committee on Courses and Programs of Study

The Committee shall review all proposals relating to course proposals and programs of study and shall make recommendations thereon to the Senate. To facilitate this task, it shall prepare standard forms and procedures for use in receiving proposals and shall conduct hearings open to all members of the Faculty and the Student Body.

It is the stated policy of the College to make an equitable adjustment in the academic schedule of the Chairman of this Committee during his incumbency and to provide needed secretarial assistance and office facilities.

The Committee shall have student representation.

4) Standing Committee on Faculty Affairs

The Committee shall advise the Senate on matters concerning faculty affairs and shall make recommendations on general policy and specific criteria for promotion, tenure, salary scales, and leaves. Its concern extends to matters relating to the cultural, social, and material welfare of the Faculty and to the maintenance and improvement of its professional standards. It shall have the specific authority to establish, on its own initiative, discreet procedures for handling faculty grievances.

5) Standing Committee on Institutional Resources

The Committee shall serve as the advisory body of the Senate on all matters affecting the growth and development of the physical and academic facilities of the College including planning for the future. It shall have the responsibility to initiate conferences with the proper planning, budgetary, and general administrative officers of the College relating to the use and development of institutional resources.

6) Standing Committee on Research, Graduate Study, and Information Systems

The Committee shall recommend policies relating to the expansion of knowledge through research, graduate study, and the academic climate conducive to these functions. It shall be responsible for reviewing and evaluating developments in the acquisition and dissemination of information through the Library and by means of films, electronic devices, and other special teaching and research aids.

7) Standing Committee on Student Affairs

The Committee shall be concerned with policies involving student life at the College and its allied campuses and shall present to the Senate proposals for discussion and action.

It shall have at least two divisions, one having jurisdiction over general rules and regulations pertaining to student affairs, subject to confirmation by the Senate, and one serving as the adjudicative body to hear charges involving alleged student violations of the rules and regulations in accordance with procedures to be established under the Standing Rules of the Senate.

The Committee shall have student representation in each division. It shall serve as the principal agency of the College for providing appropriate representation of student opinion in the Senate including the right by student members to submit proposed general rules and regulations involving student life. It shall have at least one faculty member from the Office of Student Affairs.

Section 4.

The President's Committee on the Senate shall have the authority to adjust the style and form of this document and to make adjustments required to achieve conformity with the other rules and regulations of the College.

Section 5.

Upon the implementation of all sections of this Schedule, it shall no longer be printed in future compilations of the rules and regulations of the College, except the method of adoption in Section 6 below which shall become Article VII of the Constitution to be entitled "Method of Adoption" and to include the names of the Committee members.

Section 6.

Action on the proposed Constitution, By-Laws, and Schedule shall be taken by the Faculty, as defined in Article I, Section 1, by secret ballot in a meeting called and chaired by the President of the College and with a quorum present of at least one hundred forty. All proposed motions and their disposition, but with no record of their sponsors, shall be transmitted to the Board of Trustees along with requisite copies of this proposed Constitution, By-Laws, and Schedule. A majority of those voting shall be needed to signify a favorable recommendation to the Board of Trustees for adoption; provided that in case no quorum is present, the proposed

Constitution, By-Laws, and Schedule shall likewise be transmitted to the Board of Trustees for action, with a notation to this effect attached thereto.

ARTICLE X

REMOVAL OF SENATOR FROM OFFICE

Section 1.

If a Senator sustains four (4) consecutive unexcused absences from the meetings of the Faculty Senate, he shall be asked to resign. The vacancy created by such a resignation would be filled according to the provisions of Section 4, Article II, of the Senate By-Laws.

The President's Committee on the Senate

Margaret Buckwalter
Forest Carter
James Cole
Daniel Shirey
Adam Weiss
William A. McCauley, Chairman
R. Wallace Brewster, Consultant

NOTE

The CONSTITUTION AND BY-LAWS OF THE FACULTY SENATE was developed by a President's Committee on the Faculty Senate and presented as a proposal on April 21, 1969. It was recommended for adoption at a General Meeting of the Faculty on May 2, 1969. It was approved by the Board of Trustees of Clarion State College on September 9, 1969, with minor changes which were subsequently approved by the Faculty Senate on November 10, 1969.

Section 40

DEPARTMENTAL ORGANIZATION

Each member of the Clarion teaching faculty serves under a department head. This head is the primary contact for information or advice concerning work in that discipline, teaching responsibilities, and the mechanics of the department.

The Dean of Liberal Arts is the administrative officer most directly concerned with the work of the several academic areas of the College.

The Dean of Professional Studies has administrative direction of the various areas of education including Library Science, Health and Physical Education, Educational Television, and the professional aspects of the Elementary and Secondary curricula.

The Dean of Business Administration has administrative responsibility for the degree program in Business Administration.

The Dean of Graduate Studies coordinates the entire graduate program of the college in relation to the several departments of the college which offer graduate curricula.

Section 41 -- Role of the Department Head

41.1 Each head of a department is responsible for the instructional program in his respective field or fields. As such he strives to improve instruction through meetings of departmental faculty and conferences with staff members.

41.11 Departmental recommendations to the administration for faculty appointment shall be made by a majority vote of the departmental members present, after every effort has been made to consult department members in the area. (Adopted by the Senate, February 24, 1965. Approved by the President March 3, 1965.)

41.2 He is responsible for the orientation of new staff members, development of a sequence of course offerings, facilitating curriculum changes, and assignment of departmental staff to teaching duties. He also has responsibility for the preparation and administration of the departmental budget and for approving and expediting staff requests for equipment and supplies.

41.3 All supplies and instructional materials furnished by the College may be ordered through the secretary of the department.

41.4 In conjunction with the Academic Dean, class schedule and load are assigned by the department head. The faculty member is consulted previous to assignment. A full assignment at Clarion encompasses an advisement function as a matter of course and serving on one or more standing or special committees for the College.

41.5 The head of the department is responsible for personnel management in his departmental organization. As such, he should study this matter, either by formal work or privately, inasmuch as his managerial conduct affects the well-being of his staff. A department head should consult the prepared list of publications in the office of the Dean of Academic Affairs.

41.6 The department head should complete scheduling of courses to be offered and staff assignments for the subsequent year prior to or by the end of each spring semester.

41.7 The department head shall change assignment of faculty members or change courses taught by faculty members only after consultation with staff members involved. Unresolved issues in such consultation may, at the request of the staff member(s) affected, be appealed to further consultation under the chairmanship of the appropriate dean.

41.8 Each department which is responsible for a teacher preparation program shall appoint college supervisors of student teachers by mutual agreement with the Director of Student Teaching.

Section 42 -- Orientation of New Faculty Members

42.1 The department head will discuss with the new member the following:

42.11 The mechanics of selection and the ordering of textbooks.

42.12 Assigned class hours (Clarion period arrangements) and classroom locations.

42.13 Discipline majors within the department and teacher certification.

42.14 Attendance at departmental meetings and the functions of such meetings.

42.15 The departmental policies in relation to student absence, grading and examinations, term papers, and any special functions that come under departmental regulation.

42.16 Classroom visitation and evaluation of instruction in accordance with established policy.

42.17 Departmental travel allocation and the use of state cars.

42.18 The six (6) weeks comment system at Clarion and IBM procedures (faculty and student IBM numbers, etc.)

42.19 Registration and pre-registration duties of faculty.

42.20 Library holdings in his special discipline and the responsibility of the faculty member in building library holdings.

42.21 The use of audio-visual materials and procedures for obtaining such materials.

42.22 The kinds of supplies ordered through the departmental secretary and their use.

42.23 Establishment of office hours and the nature and extent of his advisement load.

42.24 Procurement and use of student secretarial help.

42.25 Procedures for establishing new courses.

42.26 Special assignments that may arise within the department.

Section 43 -- Faculty Participation in Recruitment and Appointment

43.1 Through departmental procedures the faculty member participates in the recruitment and recommendation of applicants for positions in the department.

43.2 All recommendations for hiring shall be made by the department by a majority vote of the probationary and tenured members with full-time departmental assignments who are teaching or in residence when the recommendation is made. All voting members of the department will have access to all dossiers. *

43.3 All decisions of retention or dismissal shall be recommended by the department acting by a majority vote of the chairman and the members of the department with two or more years of service. No member shall vote on his own retention or dismissal.*

43.4 Each department, acting by a majority vote, shall establish a written policy for evaluation of all members with less than three years service in the department. Other criteria than teaching ability reflected in classroom performance should also be considered.*

43.5 For appointment, each department head passes the recommendation of the department and all pertinent information to the Office of the Dean of Academic Affairs.

43.6 The Academic Dean makes recommendations for appointment to the President of the College. The President, in turn, recommends the appointment to the Board of Trustees.

43.7 Appointments are legally binding only after approvals from the Board of Trustees and the PDE in Harrisburg.

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*Passed by the Faculty Senate, February 24, 1965; approved by the President, March 3, 1965.

Section 44 -- Faculty Absence from Class

44.1 It is the responsibility of every faculty member who must be absent from class to make necessary arrangements with his department chairman as early as possible. In case of an emergency absence, the department head will be notified at the earliest possible moment.

44.2 It is assumed that absences will be incurred for good and sufficient reasons such as: death in the family, personal illness or accident, hazardous travel conditions, and attendance at or participation in a professional activity or extra-curricular activity approved by the Department Head, Dean of Academic Affairs, and/or the President of the College.

44.3 Department heads are required to report faculty absences to the Dean of Academic Affairs and the Business Office on forms available. Department files are maintained on all faculty absences and a file for substitute teachers is available.

44.4 Arbitrary dismissal of classes by a faculty member is reported directly to the appropriate dean.

44.5 Faculty Substitute Policy as approved by the Board of Presidents November, 1959:

.51 It is the judgment of the members of the Committee that it is neither wise nor, usually, necessary to employ a substitute to teach classes when the absence of the regular teacher is less than one week or three class meetings. Usually some arrangements within the department can be effected which will provide for someone to teach the classes who is familiar with the program and the regular teacher's procedure. In many colleges, situations of this kind involving absences limited to two or three class periods are handled on a reciprocal basis within the membership of a department.

.52 Where a substitute is employed, the salary shall be prorated on the minimum bi-weekly salary for the classification in which the substitute falls according to his experience and education.

Section 45 -- Faculty Leave Without Pay

45.1 It is the policy of the Board of Trustees to grant individual faculty members a leave without pay for certain professional reasons. Each application will be judged on its individual merits. Leaves without pay are processed as follows:

.11 A letter of request for leave without pay, endorsed by the department head, must be submitted to the Dean of Academic Affairs prior to the academic year for which the leave is requested. The letter should specify the reasons for the leave and the semester(s) desired.

.12 The Dean will transmit the request, with his recommendation, to the President and the Board of Trustees for final action. Notification will be sent to the applicant following Board action.

Section 46 -- Policy Statement on Outside Speakers

46.1 Clarion State College, as an institution dedicated by the people of Pennsylvania to higher education in the truest sense, reaffirms and follows these policies in the selection and presentation of lecturers or speakers on campus under College auspices:

46.2 Persons whose achievements in specific fields of intellectual endeavor have equipped them as recognized authorities in these fields will be brought to the campus for lectures as a planned effort to expand and enrich learning opportunities for college students. This includes the clear obligation of the college to its students to bring speakers who can and will present varying and perhaps conflicting viewpoints covering a vast array of subjects.

46.3 The selection and presentation of speakers or other programs on campus shall be guided and directed by faculty members and/or faculty sponsored student groups. These College groups will seek presentations appropriate to educational programs and activities of the College and its departments.

46.4 In all campus affairs, the College will insist that the basic freedom of speech assured in the constitutions of Pennsylvania and the United States not be abridged, and that the opportunities of students at Clarion State College to know and evaluate conflicting opinions not be diluted under any circumstance. The College also stands ready to defend this freedom for any members of the College community regardless of their political or social beliefs.

46.5 Although individuals or groups on campus or elsewhere may object to the views of a speaker, or even to his appearance on campus, such objections can not be allowed to interfere with the College's program of an intellectually honest and frank exposition of ideas and viewpoints.

46.6 Any lesser practice than is indicated in these policy statements would constitute an abdication of the intellectual assignment Pennsylvania has given Clarion State College. Indeed, these policies assure students, faculty members, and interested citizens the finest possible contributions to mutual intellectual needs as well as to local, state, and national citizenship responsibilities. These statements are made so that interested individuals may appreciate the position which an accredited institution of higher education of status, character, and integrity must take if we are to preserve and enhance the American way of life. (Adopted by the faculty in the Spring, 1964.)

46.7 Resolution passed by the Board of Trustees, April 29, 1964: Resolved that the Policy Statement on Outside Speakers at Clarion State College shall be accepted by the Board of Trustees with the interpretation, which we believe to be in accord with that of the faculty, that no person or persons, including communists, advocating the violent overthrow of the government or the illegal abridgement of constitutionally guaranteed rights shall be allowed to address the student body of Clarion State College in the college buildings or on college property.

Section 50

COLLEGE SERVICES TO THE FACULTY

A list and some description of the services rendered the faculty by the College is presented in this section. This listing is presented in the interests of efficiency and as a ready reference for all faculty members.

Section 51 -- Faculty and Staff Parking and Traffic Regulations

51.1 GENERAL PROVISIONS:

All provisions of the vehicle code of the Commonwealth of Pennsylvania and as supplemented by college regulations, shall be strictly enforced on Clarion State College campus. Final authority for such enforcement shall be governed by the Faculty and Staff Parking Committee, the Office of the President, through the Office of the Director of Security.

.11 All faculty-staff who possess, maintain, or operate a motor vehicle, (including a motorcycle, motor bike, motor scooter, and any other motor driven vehicle) shall register annually with the Office of the Director of Security. Registration must be completed within 48 hours upon employment at Clarion State College by a faculty or staff member.

51.111 Parking enforcement shall occur 24 hours daily and all designated areas and regulations shall be complied with, except from 12 noon Saturday to 7:00 A.M. Monday when a faculty or staff member may utilize any legal area if he has his vehicle properly registered and a parking decal displayed.

.112 Automobiles which are frequently in use on campus must be registered even when their use is intermittent.

.113 Any vehicle parked on campus shall be parked at the risk of the owner.

.114 Vehicles without permits shall not be parked on campus by faculty and staff unless express permission is granted through the Office of Campus Security.

.115 Persons who exchange vehicles are responsible for removing the parking permit from the old car before it is returned or exchanged.

.116 A decal shall be firmly attached to the left rear bumper.

51.12 TRAFFIC REGULATIONS

.121 Speed on campus roads and parking areas limited to fifteen (15) miles per hour.

.122 A vehicle shall be brought to a full stop at all stop signs.

.123 Faculty and staff are prohibited from parking in the following areas:

a. Visitors area
b. Lawn or sidewalk areas
c. Service drives or driveways
d. Parking prohibited areas

51.2 ELIGIBILITY FOR PARKING PRIVILEGE

.21 The privilege to park a motor vehicle at Clarion State College shall be granted to faculty and staff in accordance with specifications indicated by the Parking Committee through the Office of Campus Security.

51.211 Specific areas with an appropriate decal shall be issued to the faculty and staff according to the following priority:

a. Lot "A" and "C" full professors, associate professors, selected administrative heads, and non-instructional staff personnel with ratings of 32 and up.
b. Assistant professors, instructors, and non-instructional staff with ratings of 24 and 32.
c. All other non-instructional staff.
d. Students.

.212 Individuals from group B would be assigned after all those from group A. Within each group, assignments will be made on the basis of seniority. Individuals, once qualified, will be assigned to the lot closest to their office. Individuals living within three blocks of their office should not receive permits to either Science or Chapel lots. They may receive a temporary permit for loading and unloading equipment and the like. In cases of disputes as to assignment, the parking committee designated below would decide the issue in open hearing.

.213 Regular review of these two lots should be made to ensure they are nearly full most of the time. If the two groups above are not sufficient to do so, they should be nearly filled with other staff individuals on the basis of rating and seniority.

51.3 FEES

.31 All faculty and staff members MUST register their vehicle annually with the Office of Campus Security IF they wish to park in any college or college controlled parking area.

51.311 Registration of vehicle:

a. Faculty and staff -- $1.00 per vehicle.
b. Failure to register vehicle -- $5.00 fine. Further action in reference to non-registered vehicles shall result in disciplinary action by appropriate Dean and/or President.
c. Eligible magnetic card holders -- $3.00 deposit.
d. Illegal transfer of magnetic card -- $25.00 fine.

51.4 RESTRICTIONS

.41 Registration and parking decals are non-transferable and may be used ONLY on the vehicle for which issued and by the faculty or staff member to whom they were originally issued.

51.5 MISCELLANEOUS

.51 Decals must be firmly attached to the LEFT REAR BUMPER.

.52 Parking and Traffic regulations for students shall be in effect at all times including examination periods, weekends, holidays, and all summer sessions.

.53 Tampering in any way with registration and parking decals shall be cause for Committee action.

.54 Change of local address or change of license plate number must be reported to the Office of the Director of Security within seventy-two (72) hours of such change.

51.6 RESPONSIBILITIES IN PARKING AND OPERATING MOTOR VEHICLES

.61 The acceptance by any faculty or staff of the privilege of parking or operating a motor vehicle on campus shall also constitute the acceptance of the responsibility to see that no vehicle owned or registered in his name is parked, or operated, in violation of these regulations.

.62 Any vehicle parked on campus shall be parked at the risk of the owner.

51.7 PENALTIES FOR VIOLATIONS

.71 Violators shall be subject to penalties as listed below during the current year:

a. First violation	Fine of $1.00
b. Second violation	Fine of $2.00
c. Third violation	Fine of $3.00
d. Fourth and subsequent violations	Fine of $5.00

.72 All fines shall be paid to the Director of Security or his secretary in the McEntire Maintenance Building within 72 hours of the time of the violation, excluding weekends and legal holidays.

.73 Failure to pay fine within specified time may result in the suspension of campus operating and parking privileges and/or other disciplinary action by appropriate Dean and/or President. Operating or parking a motor vehicle on College property while such privileges have been suspended shall constitute grounds for action in trespass and may result in the towing away of the vehicle in violation and its impoundment until all charges have been satisfied.

51.8 PARKING AREAS:

Lot "A" - Front of Peirce Hall, Greenville Avenue, entrance. Letter "A" decal and magnetic card ONLY.

Lot "B" - Payne Street entrance adjacent to Fine Arts Building. ("AP" decal required; also, A, or C, or E decal.)

Lot "C" - Chapel area, "C" decal ONLY.

Lot "D" - Given and Ralston Hall area. "AP" decal required. (Also, A, or C, or E decal.)

Lot "E" - Dining Hall area. "E" decal ONLY.

Lot 1 - Ballentine Hall Lot - "AP" decal ("AP decal required; also A, or C or E decal.)

Lot 2 - Becht Hall Lot - "AP" decal. ("AP" decal required; also, A, or C or E decal.)

Section 52 -- Travel Information (Regulations and Reimbursements)

52.1 All faculty travel on college business must be cleared with the department head before the trip is made.* State automobiles must be used if available. It is the staff member's responsibility to contact the Office of the Assistant to the President to see if an automobile is available. Requests for reimbursement for the use of private automobiles will not be honored if this regulation has not been observed.* For approved trips in private automobiles the reimbursement rate is 10¢ per mile for the first 1,000 miles, and 5½¢ for each additional mile driven in any one month. The rate for those that elect to drive their personal cars in lieu of an available state car is 5½¢ per mile.

52.2 All out-of-state travel must be approved by the Governor and requests must be submitted to the DPI at least 30 days prior to the date of the trip. This means that any request for out-of-state travel within the limitations of the departmental travel budget should be submitted by the department head to Dr. Gemmell's office at least 37 days prior to the date of the trip to allow time for processing. Justification must be provided for the use of a personal automobile for out-of-state travel and the reimbursement rate is 5½¢ per mile or not to exceed railroad coach fare.

52.3 The following is quoted from the RULES AND REGULATIONS COVERING THE USE OF COMMONWEALTH-OWNED AUTOMOBILES: "Commonwealth automobiles shall be operated ONLY by properly licensed and responsible employees of the agencies to which the automobiles are assigned or dispatched. Commonwealth automobiles shall be used ONLY for official Commonwealth business."

52.4 When making trips for which reimbursement is requested, please observe the following regulations:

.41 Lodging limits have been established at $10.00 plus tax in Harrisburg and areas of 100,000 population or over, and $8.00 plus tax elsewhere.

.42 Maximum meal coverage: $1.30 for breakfast, $1.30 for lunch, and $2.60 for dinner, including gratuity and tax.

.43 Secure receipts for every item of expense except taxi fares under $2.00, city bus or street car, personal automobile, meals and tips.

*Effective September 1, 1967, only state employees who have completed the State Defensive Driving Program may operate state vehicles. No reimbursement will be made to persons operating private vehicles on state business unless they have been certified to have completed the Program.

.44 Use Tax Exemption Certificates when purchasing public transportation (reimbursement for Federal transportation tax will not be made). Forms are available in the Business Office.

52.5 To apply for reimbursement, secure travel expense vouchers from your department head. Complete an original and two copies for in-state travel and an original and three copies for out-of-state travel. Follow carefully the instructions printed on the reverse side of the form.

52.6 Faculty members should be instructed to pick up travel expense vouchers from the department head's office. Complete expense vouchers in triplicate for in-state and in quadruplicate for out-of-state travel. Travel expense vouchers are to be submitted to your department head for approval and delivered to the Business Office by the second day of the month covering travel during the preceding month.

52.7 Your name and title must appear at the top of the form. Indicate that the check should be mailed to Clarion State College. In the space headed "Name of Department," the title, Department of Public Instruction, Clarion State College, should be entered.

52.8 The instructions on the reverse side of the voucher indicate that entries must be totaled vertically and horizontally except that personal auto mileage should be totaled only vertically. Total (personal) auto mileage is to be summarized at the bottom of the form and the reimbursable amount is to be shown in the "Totals" column.

52.9 The reverse side of the expense voucher must be completed, showing residence address (complete address to which your check is to be mailed), Official Headquarters, Voting Residence, and Time Left and Returned each day for which reimbursement is claimed. Under "Remarks" enter an explanation of the nature of the trip for which expense is claimed.

52.10 For any telephone calls listed, describe the points of origin and destination in sufficient detail to establish that the calls were made on Commonwealth business. Include the name and position of the person called as well as the purpose of the call.

52.11 Sign, in ink, all copies of the voucher in the space indicated.

52.12 The following policies involving state-owned vehicles will be in effect during all the year:

POLICIES FOR USE OF STATE OWNED VEHICLES

52.121 All state-owned vehicles shall be used for Official Business only.

52.122 Only persons who are actually employed by the college are authorized to drive the state-owned vehicles. Such vehicles shall not be driven by students at any time. All persons assigned vehicles must have valid Pennsylvania driver's licenses with them at such times.

52.123 Quoted from the Department of Property and Supplies Automotive Bureau:

52.124 "As a means of enforcing this rule, the State Police will stop Commonwealth automobiles before and after normal working hours, as well as on Saturdays, Sundays, and holidays. Operators will be questioned as to their authority to operate at such times."

52.125 "Questions have been asked many times in regard to passengers riding in state cars. Our reply to these questions is that persons who are not Commonwealth employees are not permitted to ride as passengers, unless their presence in the car is a part of the official business for which the car is being operated. For example: the wife of an employee traveling with her state-employed husband to Harrisburg for the purpose of shopping must be considered to be unofficial business, even though the car is being operated for official business at the time.

52.126 All faculty travel must be authorized by the department head before the trip is made. Forms of such authorization are available in departmental offices.

52.127 Out-of-state travel requires the Governor's approval before the trip is made.

52.128 All requests for automobiles should be turned into the Office of the Assistant to the President one week before the trip.

52.129 Those trips involving the longest distance will have preference over any shorter trip in assigning a state car.

52.130 In order to record the number of miles driven during the trip, please complete the form that is located on the dash of the automobile.

52.131 Please record any mechanical defect (on the form) so that it may be given immediate attention.

52.132 Keys should be secured from the Motor Transport Office located in the McEntire Maintenance Building on the corner of Payne Street and Wilson Avenue.

52.133 Vehicles are to be returned to the McEntire Maintenance Building together with keys, immediately after each trip. Keys are to be left in the Security Director's Office, also in the McEntire Maintenance Building, after 4:00 P.M.

52.134 Gasoline and oil may be secured from any Pennsylvania State Highway Garage. A listing of these garages (location) can be found in the book located in the glove compartment. In an emergency, credit card may be used in commercial garage or service station.

52.135 Accident Reporting - All accidents must be reported to the Business Manager immediately. Forms must be filled in and submitted to Harrisburg within 24 hours.

Section 53 -- Activity Card

53.1 An activity card is issued admitting faculty members and spouse to most scheduled on-campus athletic events.

Section 54 -- Campus Book Center

54.1 The campus book center is a service function of the College under the auspices of the Clarion Student Association and serves both students and faculty.

54.2 All textbooks are ordered through the book center.

54.3 Books for personal use of the faculty may be ordered and purchased through the book center at a discount.

54.4 Desk copies for temporary use may be obtained from the book center. These must be returned (replaced) or purchased by the faculty member.

54.5 Academic caps, gowns, and hoods may be rented or purchased through the book center by the faculty.

54.6 Special orders for items of anything not in stock may be processed by the book center on request of the faculty member.

54.7 A daily check cashing service is available for faculty members during store hours. New members of the faculty are requested to show identification.

Section 55 -- Duplication Services Outside the Department

55.1 The college has a duplication and a printing center in the Administration Building. The duplication services are located near the book center in the lower hall, and the printshop is in the west basement.

55.2 An off-set type duplication method, the Gestetner process, is available for certain projects. The duplication service handles mimeograph and Gestetner process duplication, folds typed or mimeographed materials, and "stuffs" envelopes.

55.3 The print shop does offset work and can give limited letter press service.

55.4 Department secretaries may take work directly to the duplication center, where work is directed by trained staff personnel.

55.5 Requests for college print shop services must be presented through Mr. Matthew Marder, Assistant to the President for Business Affairs.

Section 56 -- Use of College Rooms and Facilities for Non-Scheduled Activities

56.1 All requests for campus space or facilities outside of regularly scheduled classes should be submitted to the Office of the Dean of Student Affairs who has administrative responsibility for processing them. The Dean of Student Affairs will forward requests by off-campus groups to the Assistant to the President for Planning, who will check the requests against the policy established by the President on recommendation of the Board of Trustees and will communicate with the parties making the request and with the Dean of Student Affairs to inform them of the action taken.

56.2 All use of Audio-Visual facilities and equipment must be arranged with the Audio-Visual office.

56.3 Guest room reservations must be made through the Office of the Dean of Student Affairs.

Section 57 -- Communications

57.1 All faculty mail is distributed through departmental offices.

57.2 The campus mail service will assist faculty with college related mailing problems.

57.3 Inter-office mail should be sent in the manila envelopes provided for that purpose.

57.4 Any use of state (free) stationery and postage for private purposes is prohibited.

57.5 All administrative offices and standing committees issue bulletins from time to time, and a daily newsletter is issued by the Office of the Dean of Student Affairs.

57.6 The President's office issues an annual faculty directory with office and home phone numbers. The Office of the Dean of Student Affairs issues a student directory and publishes an activity calendar.

57.7 Telephones are under the supervision of department heads. Students are not permitted to use these phones for either local or long distance calls. All toll calls should be placed through the college operator so that a proper log may be maintained. Inform the operator if the call is business or personal. When it is necessary to place a personal call from your office telephone, please ask the operator to have the call charged to your residence telephone number. Whenever possible such calls should be made from your home.

Do not dial toll calls direct even if your office is equipped with an open line unless the switchboard is closed. If it is necessary to place a toll call when the switchboard is closed, report to the college operator the place called and the date of the call.

57.8 The Office of Public Information is intended, in part, to be a faculty service. This office will advise and help faculty members in the preparation of publicity releases and in the preparation of any published information concerning the college.

Section 58 -- Library Service to Faculty

58.1 Borrowing Material

Faculty borrowers will be issued an identification card to be presented when charging library material. A faculty spouse or child who wishes to borrow material should apply for an identification card in his or her own name. The child's application shall be accompanied by a note from the parent authorizing the application.

The usual loan period of two weeks does not apply to faculty, but faculty are urged to return material no longer in use. A reminder of all books on loan will be sent to each member of the faculty near the end of the fall semester. He will be asked at that time to return material he is no longer using. All material will be recalled at the end of the spring semester. Titles requiring further use may be renewed at the Circulation Desk.

The library's policy is to recall books charged to faculty members when another borrower needs the book. After the request has been filled, the book may be loaned again to the original borrower if he so requests.

Phonorecords have been taped. Tape recordings may be borrowed for two weeks only for either classroom or personal enjoyment.

58.2 Reserve Books

Lists of books to be placed on reserve must be given to the reserves clerk one week in advance of class assignments. The library must have time for locating books, for recalling books already in circulation, and for notifying faculty members of books not available in the library.

Forms for requesting that books be placed on reserve are available at the reserve desk in the library.

Periodical articles for reserve shelf present a special problem. Notice of such requests should reach the library in time for articles to be purchased. If not in print, a maximum of five copies may be photocopied for use on the reserve shelf.

58.3 Book Purchasing

Faculty members are encouraged to participate in the building of the library's collections. Requests for material to be added should be handed or forwarded to the acquisition librarian. Advertisements, catalogs, and other sources of requests, should accompany the requests.

Requests placed on standard order cards can be processed more quickly than requests submitted by lists. Faculty are urged to use these cards in preference to lists. The cards are available in the acquisition department or will be supplied via campus mail when requested.

58.4 Special Services

Instruction. Instruction in the use of the library or reference works in a particular field will be given by a librarian in the classroom or in the library upon request by a professor.

Interlibrary Loan. Faculty members wishing to borrow material from another library may request such material at the reference desk.

Photocopying. Photocopy services include facilities for copying from microprint and printed library material. Coin-operated machines are available for personal use. Multiple copies for class use cannot be provided by the library.

Section 59 -- Services of the Instructional Materials Center to Faculty

.1 Borrowing Materials

Faculty borrowers must present the identification card issued by the library when charging IMC materials which include filmstrips, 8mm single concept loops, sound-filmstrip kits, games, records, tapes, and transparencies.

The usual loan period of one week does not apply to faculty, but faculty are urged to return materials no longer in use. A reminder will be sent to each member of the faculty each month. He will be asked to return material which he is no longer using. *All material* will be recalled at the end of each semester.

The IMC's policy is to recall materials charged to faculty members when another borrower needs the material. After the request has been filled, the material may be loaned again to the original borrower if he so requests.

.2 Reserve Materials

Lists of materials to be placed on reserve must be given to the secretary *one week in advance of class assignment*. The IMC must have time for locating materials, for recalling materials already in circulation, and for notifying faculty members of materials not available in the IMC.

.3 Materials Purchasing

Faculty members are encouraged to participate in the building of the IMC's collections. Requests for materials to be considered should be sent to the coordinator of the IMC. Advertisements, catalogs, and other sources of requests should accompany requests.

IMC SPECIAL SERVICES

Film Rental. Faculty members wishing to rent films should make requests as early as possible to insure desired scheduling date. Members within the same department using the same titles should arrange to use those films during the same rental period whenever possible to obtain maximum usage at the lowest cost.

Preview Materials. Requests for materials to be ordered on a preview basis should be sent to the coordinator of the IMC. Lists of materials which arrive on preview are sent to appropriate departments and those materials may be scheduled through the IMC secretary. Evaluation forms, sent out with each preview request, are kept for future purchase recommendations.

Class Scheduling. All faculty members are invited to schedule a class in the IMC to let their students know what kinds of materials are available in their particular subject area. Preview areas and equipment are available for their use. Classes must be scheduled one week in advance to avoid conflicts. Evening classes may also be scheduled with two weeks advance notice.

CAMPUS SERVICE

College owned 16mm films and equipment should be requested and scheduled at Campus Services located on the first floor of Davis Hall. Operators for equipment are available upon request. Advance notice insures better service for everyone.

Section 60 -- Services of the Computer and Data Processing Center

60 ~~59~~.1 The Center renders direct services to the College in scheduling, registration, and advisement. Other than these services, the Center is available either for use in relation to course work or in relation to any study in which a faculty member is involved.

60 59.2 Data processing is under the Office of the Academic Dean. The Director of the Computer Center serves as coordinator of instructional activities related to the Center.

60 ~~59~~.3 Services available on request by the faculty member may include analysis of grades, statistical analysis of tests or test items, or an analysis of any institutional study. However, any problem that would lend itself to computer or data processing procedures will be considered.

POLICIES AND PROCEDURES FOR PREPARING AND SUBMITTING GRANT APPLICATIONS AND PROPOSALS

It is the intent of the College to authorize and to encourage any faculty member to conduct or to participate in the conduct of any professional research, development, or related activity that is significant to him provided that it is compatible with the philosophy, purpose and established policies of the College.

The College recognizes there are various ways to demonstrate and to develop professional competence in one's chosen field of work and this statement of intent should not be interpreted as a new or increased emphasis upon research. Rather, it is designed to foster a procedure to facilitate the opportunity for those who wish to pursue research and/or related activities to do so, but without undue burden upon the College and without infringement upon the rights or responsibilities of students, colleagues, departments, divisions, other components of the College, or the College, itself.

Statement of Policy

1. Any grant proposal submitted in the name of the College to the federal government, foundation or other agency, to conduct research, service, program development or other activity must be approved and signed by the President of the College or his designated representative, prior to submission.

2. Any grant proposal submitted in the name of an individual or an institution or agency other than the College which contains a commitment of service by a department or division of the College, the use of College facilities, or the part-time salaried employment of a College faculty member (requiring the reduction of time of service to the College or more than 100% employment) must receive prior approval, in writing, by the President of the College or his designated representative. (NOTE: Salaried employment does not include employment as a consultant.)

3. Any project proposal to receive the approval of the President of the College must:

   a. be compatible with the philosophy, purpose, and established policies of the College;

   b. be adequately financed so as not to place an undue burden upon other functions of the College;

   c. indicate proper scheduling and plans for payment of service fees for the use of College facilities, if applicable;

   d. meet College standards and procedures for conducting college-credit courses and for granting college credit, if applicable;

e. demonstrate the appropriate involvement and/or approval of staff members, departments or divisions of the College, and/or other institutions or agencies which would be directly affected by the proposed project;

f. demonstrate that adequate staff, facilities or other necessary resources are available or will be available to conduct the project or program in accordance with commitments in the proposal;

g. provide adequate time for the President of the College, or his designated representative, to review the proposal and to be assured of the compliance with the above conditions, prior to approving it for submission.

4. Application for funds under a State or Federal program to which the College is eligible by allocation or under which the College is eligible to submit only one application representing the institution should be planned under the direction of the Dean of the Division eligible for submitting such application, or under the direction of the President of the College, or his designated representative, if more than one Division is eligible to apply for such funds.

Procedures

It is recognized that information concerning availability of funds and instructions for preparing proposals are frequently available only a short time before the deadline for filing an application or proposal. Procedures, therefore, need to be designed to expedite the approval for submission of such applications and proposals.

A faculty member preparing or planning to prepare an application or proposal should submit one month in advance (or as early as possible if less time is available) a Preliminary Report for Plan to Submit a Grant Application or Proposal, indicating the approval of his Department Chairman, to the Dean of the Division of the College in which he is employed.

If the preliminary report is not approved by the Divisional Dean, the person planning to prepare the application or proposal should be notified immediately. If the preliminary report is approved by the Divisional Dean, it should be forwarded to the Dean of Academic Affairs.

The Dean of Academic Affairs will review the Preliminary Report and submit information copies to the Divisional Deans and/or other staff who, in his opinion, should be informed about the project. Any questions which may arise concerning propriety of the project should be addressed to the Dean of Academic Affairs, who, in turn, will confer with the Divisional Dean under whose jurisdiction the proposal is being prepared, and others as may be appropriate, to clarify the issues (if any) in order that decisions concerning the development of the proposal can be made.

When the application or proposal is completed in its final form and is ready for submission to the funding agency or foundation, the necessary copies for signature of the President of the College plus three file copies, one of which will be filed at the Research-Learning Center, should be submitted to the Dean of Academic Affairs, and should be accompanied by a properly completed Request for Approval to Submit Grant Application or Proposal, approved by the Department Chairman and the Dean of the Division of the College under whose jurisdiction the proposal is being submitted.

The Dean of Academic Affairs will submit the application or proposal, with his recommendation, to the President of the College, who will act upon the matter as quickly as his schedule permits.

Preliminary Report
for
Plan to Submit a Grant Application or Proposal

____
Date

1. Deadline Date ______________ 2. Estimated Date of Submission ____________

3. Source of Funds (Indicate Funding Agency, Federal Act and Title): ____________

____

4. Title of Proposal: ____

____

5. Name of Person Preparing Application: ____________________________

6. Director of Project (if selected): ________________________________

7. Percent of Time of Director Needed for Project: ____________

8. Does project require matching funds? ____yes ____no
If yes, explain how funds will be matched and percent required.

9. Does project require use of College facilities? _____yes _____no
If yes, indicate what facilities and extent of use.

10. Will project activity involve more than one department or division?
____yes ____no
If yes, indicate individuals who will be involved in planning project.

11. Briefly describe objectives and procedures of proposed project.

12. Approval for preparation of application or proposal.

Signature ______________________________ ____________________
Department Chairman Date

Signature ______________________________ ____________________
Dean of Division Date

Clarion State College
Request for Approval
to
Submit Grant Application or Proposal

1. Deadline Date for Filing ____________________

2. Source of Funds ____

3. Title of Proposal: ____

____

4. Person Preparing Application ________________________________

5. Does project require matching funds? ____yes ___no
If yes, attach an explanation of how funds will be matched, with signature of authorized person indicating matching resources (time of faculty, building facilities, funds in budget, etc.) are available for project.

6. Does project require released time or payment of overtime of one or more faculty members? ___yes ___no
If yes, attach a list of persons involved, indicating whether released time or overtime payment, and amount of time, with signed authorization from Divisional Dean(s).

7. Does project require use of College facilities which need prior scheduling or commitment? ___yes ___no
If yes, attach list of facilities and dates needed wich signed authorization from person responsible for scheduling use of facilities.

8. Does project include granting of college credit?___yes ___no
If yes, indicate page numbers of proposal where admission procedures and course content are described __________. If not included in proposal please attach to this Request for Approval. Credit granted will be ☐ undergraduate, ☐ graduate; will be conducted ☐ on campus, ☐ off campus; course title and description is ☐ listed in College catalog, ☐ is being offered with special permission.

______________________________ ____________________
Signature of Person Submitting Application Date

9. Recommendation
To the best of my knowledge this application or proposal does comply with College policies and procedures and is recommended for submission.

______________________________ ____________________
Signature of Divisional Dean Date

Section 60

THE FACULTY AND ACADEMIC ADVISEMENT

Academic advisement is an adjunct of the Office of the Dean of Academic Affairs. The Director of Academic Advisement works directly under the Academic Dean in coordinating this program. All forms, procedures, and faculty assignments are approved by the Dean of Academic Affairs.

Section 61 -- Advisement Load

61.1 The advisement load is considered a part of the teaching assignment. Normally a student advisement load of from 20 to 30 students is assigned to each instructor. The assignment is made by the Director of Academic Advisement. The advisee load is approved or adjusted by the Dean of Academic Affairs.

Section 62 -- Faculty Responsibility Toward his Advisees

62.1 Become familiar with the college catalog and the major field and graduation requirements of all advisees.

62.2 Maintain a file on each student assigned for advisement.

62.3 Keep an up-to-date check sheet of the student's progress, i.e., courses taken, grades and quality point average, and transfer credits accepted if the student is a transfer.

62.4 Pre-register the student at times announced by the Dean of Academic Affairs and advise the student in relation to both the major and minor fields and graduation requirements.

Pre-registration for the first semester of the academic year and the summer is carried out in mid-April of the preceding academic year. For the second semester it is conducted in mid-November. These are the most important periods in the students' advisement program. Courses should be chosen on the basis of all pertinent student data available.

62.5 Post office hours so that the student may schedule conferences with the advisor. Office hours must be posted and each faculty member should be available a minimum of eight scheduled hours per week exclusive of class hours.

62.6 Discuss six-week comments with the student in an effort to assist him in discovering ways to improve his academic achievement.

.61 Comments are given by each instructor to students who are doing failing or unsatisfactory work at the end of the first six week period of each semester.

Section 63 -- Forms in the Program

63.1 Check sheets for every major area of concentration are available. The Office of Academic Advisement will send the correct check sheets to each advisor.

63.2 Change of Status Forms must be completed for all students withdrawing, changing curricula, changing majors and/or minors, or in other ways altering their academic status. These forms may be obtained only in the Office of the Dean of Academic Affairs and advisors should so direct the student. The completed forms are processed through the Advisement Office and Data Processing, following which faculty concerned in the change are duly notified.

63.3 Student Teaching Eligibility Forms must be completed by the advisor for all students who plan to enter student teaching. The faculty advisor must certify the student's eligibility. Forms will be brought to the advisor by the student.

63.4 Permanent record files are maintained in the Registrar's Office. These are open to all faculty seeking information for student advisement.

Section 64 -- General Information

64.1 Complete directions for pre-registration are distributed to both students and faculty at the appropriate times.

64.2 No student is to be assigned to an advisor in his minor field.

64.3 An advisement bulletin will be issued from time to time so that changes in procedures or changes in requirements may be brought to the attention of the advisor.

64.4 The Office of Academic Advisement maintains a master list of all advisee assignments. Students who do not know the advisor to whom they are assigned should report to this office.

64.5 Advisors are free to contact any of the staff of the Dean of Academic Affairs for assistance in handling problems related to a student's program.

64.6 The Office of Academic Advisement is open at all times to any faculty member for advice or help in this program.

Section 70

THE FACULTY AND STUDENT AFFAIRS

The Office of the Dean of Student Affairs strives to build a wholesome and creative social environment for the academic setting at Clarion. This office under the direction of the Dean of Student Affairs works through student-faculty committees and faculty sponsors to develop the best possible program for the Clarion campus. It is necessary and proper that the faculty will be a vital part of the program. This section seeks to place the faculty-student activity in its proper perspective.

Section 71 -- General Student-Faculty Relationships

71.1 The Office of the Dean of Student Affairs supervises and coordinates all student activity outside the academic program.

71.2 Faculty members volunteer their services as sponsors for the various student organizations. With the advice of the Dean of Student Affairs Office, students request faculty members to serve as advisors to social and professional groups.

71.3 A student personnel file is maintained in the Office of the Dean of Student Affairs. Faculty may review these files by coming to this office.

71.4 Faculty sponsors of any student activity will receive consideration and help from the Office of the Dean of Student Affairs.

71.5 All social fraternities and sororities are under the supervision of the Office of the Dean of Student Affairs. Faculty sponsors of these groups receive advice and encouragement from this Office.

71.6 For all matters concerning student social programs the Coordinator of Student Activities in the Office of the Dean of Student Affairs should be contacted.

Section 72 -- Publications

72.1 The Office of Student Affairs coordinates the publishing of a student handbook, a student directory, and the college activity calendar.

72.2 The Office of Student Affairs publishes and posts a daily news bulletin. Items must be turned in to the Office before 8:30 A.M. of the day they are to appear.

Section 73 -- Services of the Office of the Dean of Student Affairs
Counseling

The Clarion State College Counseling Center offers professional services concerning educational, vocational, personal, social, and emotional adjustment.

The following statements illustrate examples of the problems about which students seek counseling:

A. "I am having trouble in deciding on a major."

B. "I can't seem to think clearly on exams. I get so nervous."

C. "My family situation is very difficult. I don't know what to do about it."

D. "My grades are not as good as I think they should be. I don't understand why."

E. "There are some things bothering me that I don't want to talk about with my family or friends."

F. "I am not getting along well in courses related to my major. It isn't what I expected it to be. I wonder if I should change my major."

G. "I often wonder why I am in college. I feel I don't have any real purpose in being here."

73.1 Those to Whom Counseling Center Services are Available: Services are available at no charge to all regularly enrolled Clarion State College students. Students carrying less than twelve credits are not encouraged to make use of the Counseling Center Services. However, they may consult with the counselor for initial assistance with their concerns.

73.2 Location of Counseling Center: The Counseling Center is located on the second floor of Egbert Hall in Room 204, Telephone extension 243.

73.3 Procedure for Initiating Counseling: While a student need not call in advance for an appointment, it is usually to his advantage to do so. When a student comes to the Center to request counseling, he is seen by the counselor if possible. The counselor discusses with him the kind of assistance he is seeking, the urgency of his situation, whether an individual or group approach would be more helpful. In some cases the counselor refers the student to another office or agency when this seems more appropriate. Usually this initial contact is relatively brief, approximately 15 to 30 minutes. If further counseling at the Center is indicated, the student and the counselor make another appointment during the student's free hours.

When a student requests counseling and the counselor is unavailable because of prior commitments, the student leaves his schedule of free hours with the receptionist and is notified within a few days of the time of his first appointment.

73.4 Referrals to the Counseling Center: Most students request counseling on their own initiative. Some, however, need encouragement from others to seek counseling assistance. These students may be referred by instructors, academic advisors, residence hall staff, administrators, or fellow students.

The referrer should recommend counseling to the student on the basis of the situation or the problem as the student sees it. When a student states, "Professor X thinks I need counseling about my lack of motivation," but gives no indication that he perceives this as a problem, counseling may fail, or get off to a slow start. The emphasis upon making referrals in terms of the student's view of the problem does not mean, of course, that you, as a referrer, should refrain from discussing your view of the situation with the student. It does suggest, however, the value of trying to understand the student's way of looking at himself and recommending counseling on this basis.

In some cases the referrer may wish to facilitate a referral. He can do this by telephoning or having the student telephone the counselor directly to see when there would be time available for the initial interview.

If a referrer wishes to discuss a referral prior to recommending counseling to a student, he should call the Counselor at Extention 243 or 244. It should be noted that the Counseling Center has no administrative authority to require or even suggest to a student that he come in for counseling.

73.5 What to Expect of the Counselor: Counseling usually begins with encouraging the student to talk freely about his situation. The Counselor listens, tries to understand empathically, sometimes attempts to clarify and usually by the end of the first interview discusses with the student possible ways the Center may be of assistance. Past this point, no general description is possible since counseling varies with the student's situation and his readiness for help.

The counseling interview has a definite atmosphere which usually has real meaning for the student. This atmosphere, ideally, is one of warmth, permissiveness and freedom, enabling the student to bring to the interview all relevant material, even though at times this may be embarrassing or painful. The counselor rarely probes or does anything to take responsibility for the direction of the interview away from the student. The student who comes to the Center with the expectation that an outside agency is going to solve his problems, freeing him from all responsibility in the matter, is usually disappointed. In addition he is ill-prepared psychologically to think constructively about his problem. The process of thinking the problem through with the counselor is a more accurate description of the counseling experience.

The counselor's goal is to help the student to become a more insightful and self-directing person. Providing pat answers (which are seldom available anyway) fails to mobilize the student's own resources and latent capacities and tends to promote dependency and immaturity.

Counseling interviews may be supplemented by the use of tests to provide the student with more information about his interests, academic abilities, personality characteristics or special aptitudes. Since many students attribute magical powers to tests, it must be emphasized that tests by themselves provide no answers. The information which they furnish must be integrated with many other considerations in arriving at decisions. Although tests may be helpful in educational planning, this is by no means always true.

Similarly, counseling may be supplemented by the use of educational and vocational materials in the library, and by referring students to faculty members to learn more about educational requirements and occupational opportunities of various majors. Referrals are made also to any existing improvement services, to instructors, to tutoring services, to academic advisors, to Dean's Offices and to residence hall personnel.

The counselor refers students with emotional problems for which psychiatric treatment is indicated to the Venango County Mental Health Center in Oil City. The Counselor also has occasion to call to students' attention the services of the Health Center, the Placement Office, and other agencies both on and off campus.

73.6 Consulting Services: The counselor welcomes the opportunity to discuss matters of common interest or concern with colleagues in other departments or agencies of the college. The counselor is available to meet with departments or groups of academic advisors to further describe the work of the Counseling Center or to participate in discussions with faculty members about student problems, the interpretation and use of test results, or other matters that relate to academic advising or the classroom.

An individual staff member may wish to consult the counselor about the behavior or the situation of a particular student. Or, he may wish to discuss whether a referral seems indicated and, if so, to what agency.

73.7 Additional Functions and Services:

73.71 Testing Services: A limited individual and group testing program is available for students desiring aptitude tests and/or interest inventories. Arrangements for testing can be made by seeing the counselor to determine whether tests may be helpful and, if so, to select appropriate tests. The counselor is responsible for administering and scoring the tests and for interpreting the results to the student.

73.72 Occupational and Educational Information: A substantial collection of self-help materials are available for student use in the browsing area of the reception room. These pamphlets, monographs and books have proven valuable to many students by meeting their needs in regard to occupational-educational planning, study skills improvement and personal-social relationship development. Students are encouraged to use these resources and need not be involved in a counseling relationship to do so.

73.73 Student-Leadership Training: The Counseling Center works cooperatively with other members of the Dean of Student Affairs Office to provide leadership training programs for the student leaders and student personnel workers. Counselors are involved in the planning, organizing and directing of the program as well as in the actual training sessions.

73.74 Personal Growth and Development Groups: As the need arises, members of the Counseling Center will make themselves available to lead groups toward self-awareness, personal growth and development through the process of group dynamics. The availability will be commensurated with the caseload of the counselors and with the purpose and intent of the group. Selection for initial participation will be at the discretion of the group leader. Subsequent to the establishment of the group, new members may enter only with the permission of the current members.

scoring the tests for interpreting the results to the student.

73.382 **Occupation-Educational Library:** There is a dearth of occupational and educational information available for students at the present time. The Counseling Center, in cooperation with the College Library, is beginning to develop this vital phase of the counseling program. The various departments may furnish curricular and career information for this library. As money becomes available materials from professional organizations, governmental agencies, and publishers of books, monographs, and pamphlets on careers will help to complete the collection. Any student, whether he is seeing the counselor or not, may use the present limited information to learn more about occupational fields.

73.383 **Orientation Program:** The Counseling Center is responsible for the development and direction of an Orientation Program for new students.

73.384 **Student Leadership Training:** The Counseling Center works cooperatively with other departments of the Dean of Students Office to provide a leadership training program for student leaders and student personnel workers. The Director of the Counseling Center is involved in the planning, organizing, and directing of this program as well as in the actual training session.

INSTRUCTOR'S REPORT TO THE COUNSELING CENTER

Concerning ______________________ Course ______________ No. ________

Date ____________ 19____ Instructor ______________________________

The following information is being reported:

PLEASE CHECK

Scholarship -- present mark:____Based on: One test ______________________
Two or more tests ________________
Assignments plus test(s) ____________

Attendance ____

Has student conferred with you? Yes ________ No ________

Significant observations, information, and/or recommendations:

NOTE TO THE INSTRUCTOR:
If you have reason to believe that any portion of this report should not be discussed with the student, please check__________. You will receive a reply from the Personnel Counselor if pertinent information regarding the student is forthcoming.

Please feel free to confer with this student's Counselor.

COUNSELOR'S PROCESSING RECORDS

Requested to see Counselor ________
Letter sent to student ____________
Telephoned student ______________
Conference held with student ______
Failed to keep appointment ________
Failed to make appointment ________
Conference held with instructor ____
Telephoned instructor ____________
Other ____________________________

Counselor ______________________

73.4 Student employment, student loans, and/or grants are made through the Office of the Director of Financial Aid.

73.5 The Campus Health Service is under the direction of the Office of the Dean of Student Affairs. The Health Service offers limited services to faculty members.

73.6 Faculty use of the dining hall, the Student Union, or any campus food facilities is arranged through the Office of the Dean of Student Affairs.

73.7 Budget Requests to the Student Senate

.71 Student organization and activity advisors are requested to forward their requests for allocations for the academic year to the Finance Committee of the Student Senate no later than April 1. Requests may be addressed through the Office of the Student Association Business Manager.

.72 Requests should include a detailed outline of estimated expenditures. New or unusual requests should be completely justified.

.73 A brief summary of actual expenditures during the previous academic year and a record of recent trends, development, and progress of the organization or activity should also be included.

.74 The following rules have been used in the past by Budget Committees and Student Senates in their consideration of budget requests and may be used as guidelines in preparing requests.

.741 Meals and banquets will not be paid for by the Senate except for guest speakers or organizations or unless otherwise decided by the Senate in what they consider special cases.

.742 The Senate will not appropriate funds for payment of National dues or charters for campus organizations nor for any other national or state concern.

.743 The Senate will not appropriate funds for building floats for the Homecoming Parade.

.744 In any college-community, dramatic, or musical presentation no person who is a member of the faculty, administration, or student body of the Clarion State College shall be paid for any performance or service rendered.

.745 The Senate will consider appropriations for organizations to send delegates to conventions only when the organization represents the entire college population.

.75 An effort will be made to complete consideration of all requests prior to May 15.

Sources of Information for this Handbook

1. A Guide to the Policies of the Board of Presidents of the Pennsylvania State Colleges by John A. Taylor. (Unpublished master's thesis, Indiana University of Pennsylvania, 1965), Referred to as Policy Guide.
2. Faculty Handbook, (Clarion State College, 1958). Referred to as Handbook, 1958.
3. Minutes of the Faculty Senate, (Clarion State College, to date). Referred to as Faculty Minutes.
4. Minutes of the Faculty Affairs Committee, (Clarion State College, to date). Referred to as Faculty Affairs.
5. Office of the Dean of Academic Affairs, Clarion State College. Referred to as Academic Dean.
6. Office of the President of Clarion State College. Referred to as Clarion Administration.
7. Office of the Business Manager of Clarion State College. Referred to as Business Manager.
8. Office of the Dean of Student Affairs, Clarion State College.